OKI

People to People Technology™

OKIOFFICE 87

MULTIFUNCTION PRINTER

User's Guide

Year 2000 Compliance

All products currently sold by Oki Data are Year 2000 compliant. Each product contains information technology that accurately processes date and time data between the years 1999 and 2000, and carries no issue for the September 9, 1999 (9999) programming concern. These products, when used in combination with products purchased from other manufacturers, whose products properly exchange data and time information, will accurately process the date and time. All future products are committed to meeting the same Year 2000 compliance.

ENERGY STAR®

As an ENERGY STAR partner, Oki Data has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

Safety

Installation Hints

- Install the machine in a dust-free location away from direct sunlight.
- Place the machine near an electrical outlet that is easily accessible.
- Do not plug the machine into a power source shared by items that produce electric noise (e.g., air conditioner, etc.).
- The design of this machine requires electrical grounding, and is thus supplied with a three-wire grounded power cord. For your safety as well as that of others who may operate the machine, please do not attempt to alter the power cord by modifying the grounding prong.
- The Line jack is for connecting the machine to a standard telephone line. To avoid damage to telephone systems and/or the machine, do not plug the machine into anything other than a standard RJ-11C jack.
- The TEL jacks on the back of the machine are only suitable for two-wire devices. Some standard telephones may not respond to incoming signals when connected to an extension socket.
- The machine may not necessarily provide the effective transfer of a call from a telephone connected to the same line.
- The operation of this machine on the same line as that of a telephone or other device equipped with an audible warning device or automatic call detector may result in bell vibration (sporadic ringing) or false tripping of the call detector. If such a problem occurs, the user is requested to NOT contact the telephone company.
- Adjustment of the electrical/electronic components in the machine requires an authorized service technician. Do not attempt to make adjustments yourself. Any alterations made by an individual other than an authorized service technician may be cause for nullification of the product warranty.

Operation and Maintenance

- Aside from the instructions specifically stipulated in the handbook, do not attempt to disassemble or service this machine, including the lubrication of moving parts. Please contact an authorized service center for assistance.
- Use a soft dry cloth to clean the control panel and main body of the unit. Do not apply any cleanser to the cloth or surface of the machine.
- Remove the power cord from the wall socket before trying to recover any object(s) that may have fallen into the machine.
- If the machine is physically damaged, immediately disconnect it and arrange for its repair or disposal.
- When moving the machine, always disconnect the telephone line before disconnecting the power cord. Accordingly, reconnect the power cord before reconnecting the telephone line.
- This machine is not intended for use in parallel with any other telephone devices.

Toner Cartridge and Image Drum Unit

Warning: **This OKI facsimile machine will not operate if any toner cartridge or image drum unit other than that specified by OKI is installed. Please be sure to read the labeling on the toner package and image drum unit package to ensure that you have purchased the correct cartridge or unit. The installation of any other toner cartridge or image drum unit will cause the system to lock, and the operations panel will display an error.**

- Leave unused toner cartridges and image drum units sealed in their packaging until needed. When replacing a toner cartridge or image unit, re-use the packaging to dispose of the old toner cartridge or image drum unit.

- Do not expose interior components of the machine to light for more than five minutes. Never expose the green drum (located inside the image drum unit) to direct sunlight.

- Please be careful when handling the image drum unit and only touch it at the ends (never in the middle). Never touch the green drum inside the image drum unit.

- Please be careful when removing the toner cartridge. Do not let it come in contact with clothing or porous materials. (The toner powder will cause permanent staining.)

- Small amounts of toner that come in contact with skin or clothing can be readily removed with soap and cold water if attended to immediately. The use of hot water will make removal of the stain much more difficult.

Emergency First Aid

- IF TONER IS SWALLOWED: Dilute by having the person drink two glasses of water and induce vomiting by administering Syrup of Ipecac (follow manufacturer's instructions). Seek medical attention immediately. Never attempt to induce vomiting or give anything by mouth to a person who is unconscious.
- IF TONER IS INHALED: Take the person to an open area for fresh air. Seek medical attention immediately.
- IF TONER GETS IN THE EYES: Flush eyes with large quantities of cool water for 15 minutes, keeping eyelids open with fingers. Seek medical attention immediately.

Contents

Introduction

Thank you for purchasing this OKIOFFICE 87 machine. This MFP machine uses advanced Light Emitting Diode technology to transfer received and copied images to plain paper. It has been designed to make sending and receiving faxes a fast and trouble-free process.

Features

The OKIOFFICE 87 includes the following features:

- 10 One-Touch keys for automatic, single-key dialing of pre-programmed telephone numbers.
- 100 Auto Dial numbers for automatic dialing of additional pre-programmed telephone numbers.
- 5 Groups can be programmed to allow you to transmit a document to multiple locations with a single selection.
- A search feature to allow you to look for pre-programmed telephone numbers by name.
- Halftone transmission in up to 64 shades of gray.
- Fax communication at up to 33,600 bits per second.
- Automatic redial and page re-transmission when a telephone number is busy or when problems occur in communication.
- Advanced transmission and reception features, including delayed transmission, transmission to multiple locations, confidential, relay broadcast initiate and polling.
- Advanced memory transmission and reception features, including automatic reception into memory.
- Reports to help you keep track of your MFP machine's operations and settings.
- Automatic power save mode.
- Answering modes for manual and automatic fax reception, automatic switching between incoming voice and fax messages, and to allow an answering machine to work on the same telephone line.

- A closed network feature to allow you to limit who can send faxes to your MFP machine, or to limit both where faxes can be sent to and received from.
- Your MFP machine can also make up to 50 sorted copies of an original document (using standard-weight 20 lb. paper).
- 2 MB of built-in memory.
- During transmissions, your MFP machine begins scanning data into memory as it begins dialing (called Instant Dialing), thus saving time since it does not wait for a connection on the receiving end.
- When printing out a received message at standard size, any data outside those parameters doesn't print. By setting your MFP to automatic reduction, (User Function Setting a No.27 WIDTH RE-DUCTION) the width of the transmitted document is reduced to about 95% to bring data within printable parameters. This function is also active during copying.
- By entering a previously registered 4-digit ID number (Restrict ID), you can restrict operation of this MFP device to only those who know the ID.
- MFP Function (PC Printer Mode/PC Scanner Mode/PC Fax Mode) Unimessage software that enables your MFP machine to act as a PC printer or scanner and enables the PC fax mode to be used. For details, see the separate booklet on this option.

Handset Kit

This optional handset connects directly to you MFP and works like a telephone. Order Number 70031801.

Component Identification

What You Should Receive

Document Tray
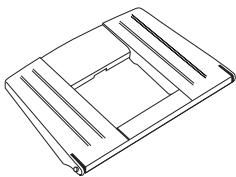
Paper Tray/Copy Stacker
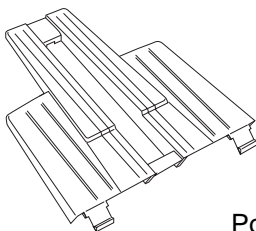
Facsimile Unit
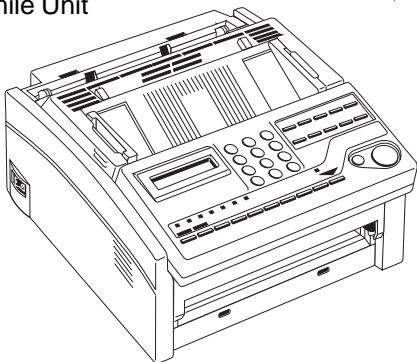
Power Cord
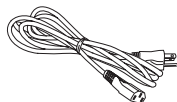
Telephone Cord

Toner Cartridge
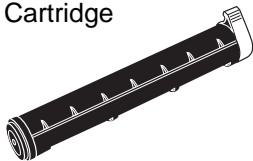
Document Stacker
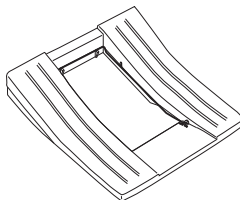
Image Drum Unit(Inside MFP machine)
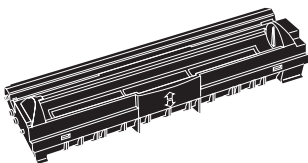
Software CD-ROM

Components 1

Paper Tray/Copy Stacker
Up to 100 sheets of paper can be loaded onto this tray. Up to 30 sheets of finished copies or received faxes can be stacked on top of this tray.

Document Tray
Holds original documents that are to be faxed or copied.

Document Guides
Adjust these guides to the page width of the documents that are to be copied or faxed.

One-Touch Keypad

Control Panel

Manual Paper Feeder
Load paper into this slot when you want to use a type of paper different from the paper in the paper tray.

Components 2

LINE Terminal
Terminal for connecting the unit to an outside telephone line.

TEL Terminal
Terminal for connecting the MFP machine to an external telephone.

Power Switch

PC Connector
Plug the computer cable into this connector.

AC Power Inlet
Plug the AC power cord into this inlet.

LED Print Head
This black bar is the part of your MFP machine which writes received or copied images onto the image drum unit. You should clean this bar each time you change your toner cartridge.

Toner Cartridge
This black cylinder, installed inside the image drum unit, contains the black powder which is your MFP machine's ink. You need to install a new toner cartridge when the REPLACE TONER CART message appears on the display.

Image Drum Unit
The image drum unit contains the green photosensitive drum which receives images from the LED print head and transfers them to the printing paper.

Control Panel

Control Panel Keys and Indicators

1 **LCD Display Panel:** Refer to this display for instructions and information while your MFP machine is performing operations or while you are programming.

2 ◄ YES **key:** Use this key to change the resolution used for transmitting documents. Use STD for standard originals, FINE and EX.FINE for detailed or small print originals, and PHOTO for originals that include colors or many shades of gray.

Also use this key as ◄ YES when making selections or to move your cursor while programming.

When copying, ◄ YES can be used after the copy key is pressed once to select the copy resolution.

3 NO ► **key:** Use this key to select the document contrast after you load a document for transmission. Use LIGHT for originals that are too light, NORMAL for documents with good contrast, and DARK for originals that are too dark.

Also use this key as NO ► when making selections or to move your cursor while programming.

4 **AUTO REC Key:** Use this key to switch your MFP machine's answering mode. The answering mode controls how your MFP machine answers incoming calls and receives faxes. Your MFP machine's display always indicates your current selection. See

Setting the Answering Mode in the Installation section for more information about the answering modes available in your MFP machine.

5 **HYPHEN Key:** When programming One-Touch keys and Auto Dial telephone numbers, use this key to tell your MFP machine to wait for the outside or international line to become available before it proceeds with dialing the rest of the telephone number. When programming the TSI/CSI or call back numbers into your MFP machine, use this key to enter a "+" symbol.

6 **SEARCH Key:** The One-Touch keys and Auto Dial numbers can be programmed to have a name or location ID associated with their telephone numbers. Using this key by itself or in combination with the numeric keypad, you can search for these numbers alphabetically. You can also use the SEARCH key to search for unassigned One-Touch keys and Auto Dial numbers.

7 **HOOK/V. REQUEST Key:** Press this key to open a telephone line for manual dialing. You can hear the dialing through your MFP machine's speaker. If you have an external telephone connected to your MFP machine, you can also use this key to initiate or answer a request for voice communication. During a fax communication, press this key to tell the operator at the other fax machine that you want to talk to him or her at the end of your transmission or after reception of any page has been completed. To answer a voice request, press this key after lifting your telephone handset.

8 **REDIAL Key:** Press this key to manually redial the last number dialed on your MFP machine.

Tip: Once the MFP machine has entered power save mode (after the machine has been inactive for three minutes), this manual redial function does not work.

9 **AUTO DIAL Key:** Auto Dial numbers are abbreviated numbers for rapid dialing. Rather than dialing the entire telephone number, you can enter a 3-digit Auto Dial number instead. You can also use the Location IDs (names) associated with Auto Dial numbers to search for these locations by name using the Search key.

10 **SELECT FUNCTION Key:** Use this key to activate your MFP machine's advanced transmission and reception functions, to obtain reports and for programming. To select a function, press the SELECT FUNCTION key, and then press the One-Touch key labeled with the function you want to use. When programming or selecting other functions, pressing the SELECT FUNCTION key a second time returns you to the standby mode.

11 **COPY Key:** After loading a document, press this key to make a copy. When no documents are loaded, press this key once to obtain a Message Confirmation Report about your last transmission on the LCD Display Panel, and a second time to receive a printed report. You can also use the Copy key as a shortcut for programming One-Touch keys and Auto Dial numbers. After you have loaded a document and manually dialed a telephone number, press COPY to instantly program that number into a One-Touch Key or Auto Dial number.

12 **STOP Key:** This key cancels the operation currently in progress and turns off the Alarm Indicator. After loading paper or installing a new toner cartridge, press this key to cancel alarm conditions after the condition has been corrected. When programming, pressing the STOP key takes you back step-by-step through the programming functions you have already selected.

13 **START Key:** Press the START key to initiate the operation indicated on the display or to confirm information you have entered into the display. When the MFP machine is in power save mode, press the START key to exit power save mode.

14 **ALARM Indicator:** When there is a problem, this indicator lights (red) and an alarm sounds. To turn the alarm indicator off, press the STOP key and correct the problem.

15 **8/+ key (One-Touch key 8):** Each fax number you enter or program into your MFP machine can be up to 40 digits long. If you need to dial a number which is longer than 40 digits, you can dial a number using any combination of One-Touch keys, Auto Dial numbers or the numeric keypad. When programming a chain dial number into a One-Touch key or Auto Dial number, press the 8/+ key at the end of the first part of the number to indicate to the MFP machine that this is a chain dial number.

16 **10/PAUSE Key (One-Touch key 10):** Use this key on the One-Touch keypad to enter automatic 3-second pauses in dialing when programming telephone numbers. For example, you may want to use this key to tell your machine to wait for an outside or international line to open. Pauses in telephone numbers are marked by a "P" symbol.

17 **9/SPACE Key (One-Touch key 9):** Use this key on the One-Touch Keypad to enter spaces while programming. Unlike the PAUSE key, spaces are used for easier reading only and have no effect on dialing.

18 **One-Touch Keypad:** For a description of all the functions of the One-Touch keypad, see the next section, "The One-Touch Keypad." below

19 **One-Touch Labels:** After programming a location into a One-Touch key, write the location's name on the One-Touch label. Lift off the plastic cover above the One-Touch label, use a pencil to write in the name, then replace the cover.

20 **# Key:** Once you have programmed some One-Touch keys or Auto Dial numbers, use this key to create groups to allow you to send the same fax to multiple locations. After you have loaded a document, use this key to select the group you want to send your fax to.

21 **0/UNIQUE Key:** When dialing, use this key to enter a "0." When programming your Sender ID or a Location ID, you can use this key to enter a variety of unique characters, including: ! @ \ " _ % ~ # & ' ( ) * + , - . / : ; = ? · ä ß ñ ö ü Æ Å Ø æ å ø.

22 **Numeric Keypad:** When dialing, these 12 keys work just like the keypad on a telephone. Also use the keypad to enter numbers, letters and other characters while programming. After pressing the SEARCH key, you can also use the numeric keypad to alphabetically search for the names of locations programmed into your MFP machine.

23 * **Key:** If your MFP machine is set to pulse dialing, this key allows you to switch the dialing operation of your MFP machine from pulse to tone dialing during your current call. You can also use this key while programming to create numbers with mixed pulse-then-tone operation.

The One-Touch Keypad

The One-Touch keys are your MFP machine's most important tool. Use them for quick, one-touch dialing, and to access most of your MFP machine's functions and programming options.

Using the One-Touch Keys for Dialing

To use a One-Touch key for dialing, just press the appropriate One-Touch key. For each key, you may program up to two telephone numbers: a primary number, which is always dialed first, and an alternate number which is automatically dialed if the first number is busy or if there is no answer. You can also use the Location IDs (names) associated with One-Touch keys to search for these locations by name using the SEARCH key.

Using the One-Touch Keys for Selecting Functions
  and Programming

Use the One-Touch keys for selecting special transmission and reception functions, for obtaining reports and for programming.

To select a function from the One-Touch keypad, press the SELECT FUNCTION key, and then press the corresponding One-Touch key.

1/DELAYED TX Key: Use this key to send a fax at a later time and date which you specify (within three days).

2/PRINT OPERATION Key: Use this key to print out a confidential received document stored in memory using a single digit personal box number.

3/CONF. TX Key: Use this key to send a confidential document to a mail box (a memory storage area) in the receiving fax machine.

4/RELAY INIT.-TX Key: Use this key to set up a relayed fax transmission. During a relayed fax transmission, your MFP machine initiates the transmission by sending a document to a second fax machine, which then broadcasts the message to a number of other fax machines.

5/POLLING Key: When a document is loaded on the document table, use this key to set your MFP machine to wait for another fax machine to call and request the document to be sent (polling transmission). When no document is loaded on the document table, use this key to call another fax machine and ask it to send the documents loaded into it (polling reception).

6/REPORT PRINT Key: Use this key to manually print reports from your MFP machine.

7/COUNTER DISPLAY Key: Your MFP machine keeps track of the number of pages it has printed in several ways. Use this key to check your MFP machine's print counter and the scan counter. It can also be used to reset your MFP machine's drum counter after replacing the image drum unit.

8/LOCATION PROG. Key: Use this key to program your MFP machine's One-Touch keys, Auto Dial numbers and groups.

9/USER PROG. Key: Use this key to program your MFP machine's identification information, to set your MFP machine's clock, to set up mailboxes for confidential message reception, and to change your MFP machine's function settings.

10/PRINTER CLEANING Key: Use this key to print a cleaning page for clearing accumulated toner from your MFP machine's image drum.

Signal Tones

Your MFP machine emits a number of sounds to inform you of specific conditions.

Key Select Tone: This is a short beep that is generated each time that you press a key.

Error Tones: If you press a wrong or inappropriate key, your MFP machine emits three short beeps. If your MFP machine experiences a problem during communications, it emits five long beeps. Press the STOP key to turn the error tone off, then print a Message Confirmation Report to check the source of the problem (to do this, press the COPY key twice with no documents loaded).

Voice Request Tone: During a fax session, either you or the person at the remote fax machine may initiate a voice request. When the person at the remote fax machine either initiates or answers your voice request, your MFP machine emits a repetitive warbling sound.

End of Session Tone: At the end of every successful fax session, your MFP machine emits a beep to inform you that there were no errors or problems in the communication.

Off-Hook Alarm Tone: If your MFP machine is equipped with a handset, and if the handset is left off the hook, your MFP machine emits an intermittent warbling sound. To turn off the sound, hang up the handset or press the STOP key.

Installation

Getting Started

To install your new MFP machine, follow the instructions from Unpacking to Setting the Fax Identification. You must complete these steps for your MFP machine to operate properly.

If you have purchased an option package for your MFP machine, refer to the documentation you received with that option.

Where to Install Your MFP Machine

- Install your MFP machine in a dust-free location away from direct sunlight.
- Allow several inches on each side of the MFP machine to ensure adequate ventilation.
- Make sure that both power and telephone outlets are available nearby.
- Choose a location where the relative humidity is between 20% and 80%, and where the temperature is between 10°C/50°F and 32°C/92°F.

Unpacking

Before you begin, be sure that all the items listed below are included in your package. Remove the contents from the carton and place them on a sturdy surface.

- MFP unit
- Toner cartridge   - Image drum unit (inside MFP unit)
- Power cord   - Telephone line cord
- Paper tray/Copy stacker   - Setup Guide & Warranty booklet
- Document Tray   - Document Stacker
- Unimessage Software CD-ROM

Refer to the illustrations in the Component Identification section.

Setting Up Your MFP Machine

Install the Paper Tray/Copy Stacker

Slip the paper tray/copy stacker tabs into the rearmost slots in the top of the unit. You will feel them lock into place.
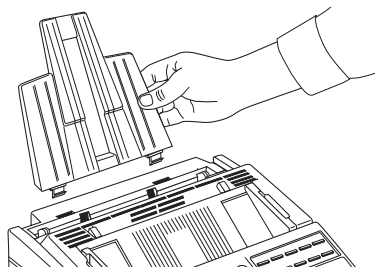
Install the Document Tray

Insert the document tray into the long horizontal slot on the top of the unit. You will feel it lock into place.
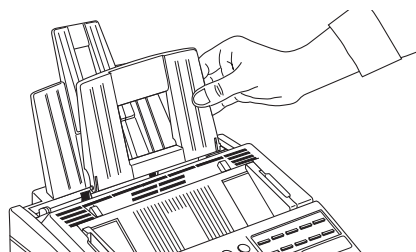
Install the Toner Cartridge

1 Open the MFP machine's top cover.
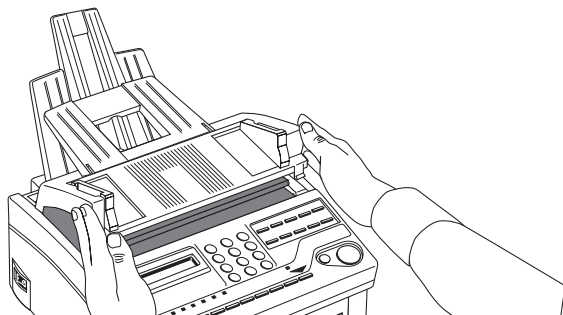
2 Lift the image drum unit out and set it aside. Keep it out of direct sunlight. Do not touch the green surface of the drum.
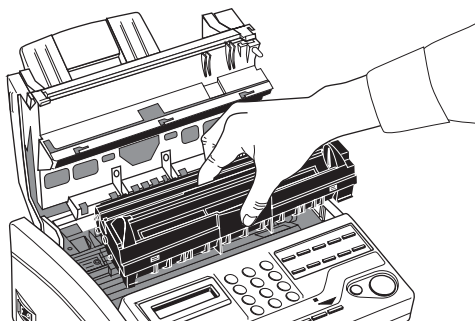
3 Pull and detach the protective cover.
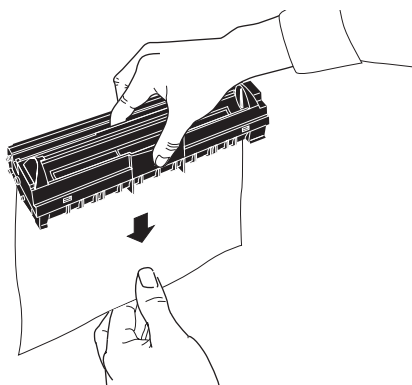
4 Hold both ends of the protective cover that is sandwiched in the manual paper feeder, and gently pull out and detach.
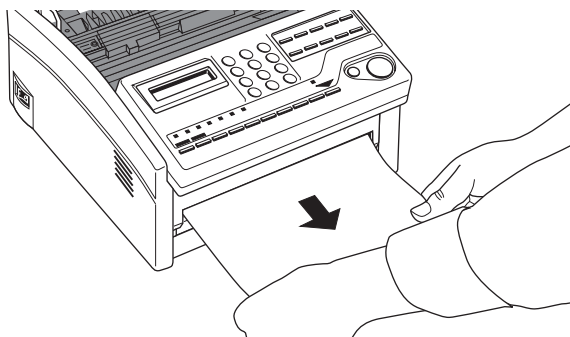
5 Place the image drum unit back into your MFP machine. Ensure that the tabs on both sides of the image drum are inserted correctly as shown below. Then press down firmly on both ends of the image drum until it snaps into place.
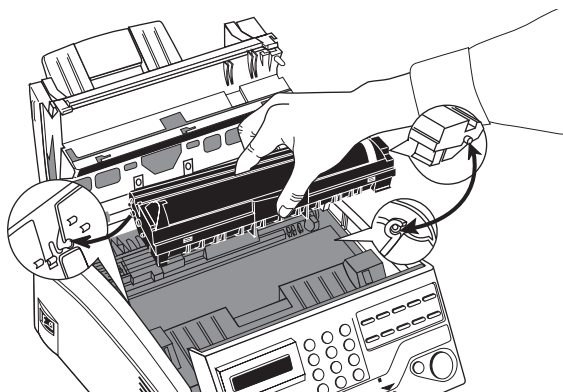
Warning: **Never expose the image drum unit to light for more than 5 minutes. Never expose the image drum unit to direct sunlight. Always hold the image drum unit by the ends. Never touch the surface of the green drum inside the image drum unit.**

6 Remove the protective plastic cover from the toner well in the image drum unit.
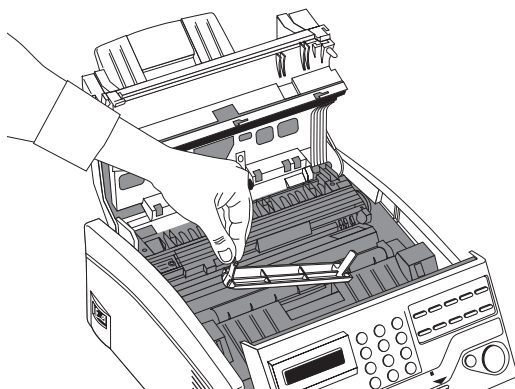
Warning: **Be careful when handling the toner cartridge. Do not let toner spill onto your clothing or other porous materials. If you experience any problems with toner, see the Safety section.**

7 Remove the toner cartridge from its package and gently shake it from side to side to distribute the toner. Then carefully peel the white plastic tape from the bottom of the toner cartridge.
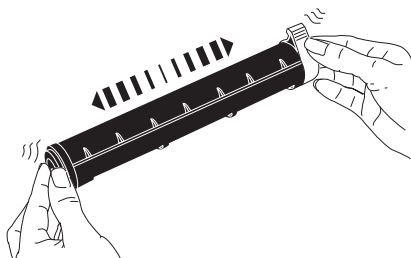
8 With the ridged side facing up and the gray lever on your right, insert the toner cartridge into the image drum unit. Slide the left end of the cartridge in first, then lower the right end into place.
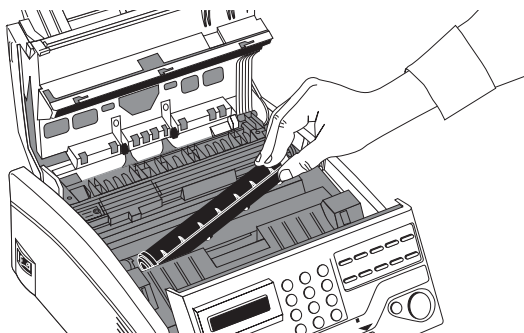
Warning: **Be careful not to insert the toner cartridge backwards into the image drum unit.**

9 Once the toner cartridge is in place, push the gray lever all the way forward to secure it and release the toner.
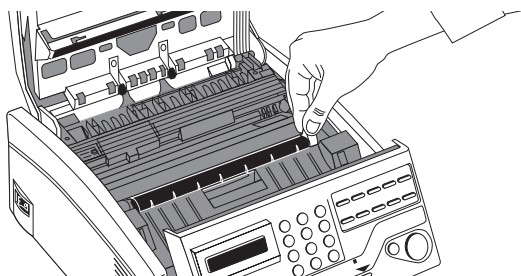
10 Close the top cover of the MFP machine.
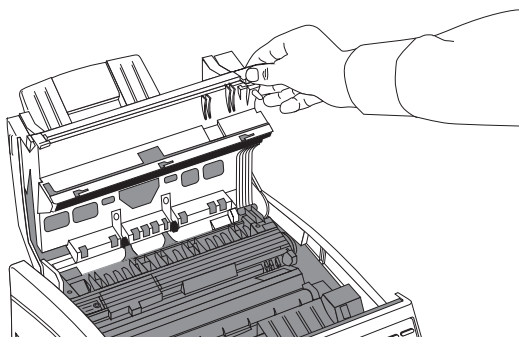
Tip: Ensure that the top cover is firmly closed by pressing down hard on both sides of the top cover.

Connect to the Telephone Line

1 Insert one end of the telephone cord into the LINE terminal at the back of the machine.
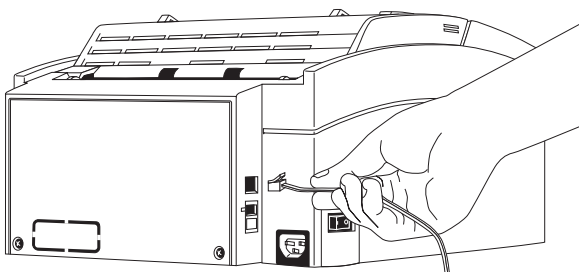
2 Insert the other end of the cord into your wall telephone jack.

Tip: Now, you can connect either an external telephone or the external handset option for your MFP machine. See the instructions below.

Connecting an External Telephone or Answering Machine

1 Insert one end of the telephone cord into the TEL terminal on the back of the machine.
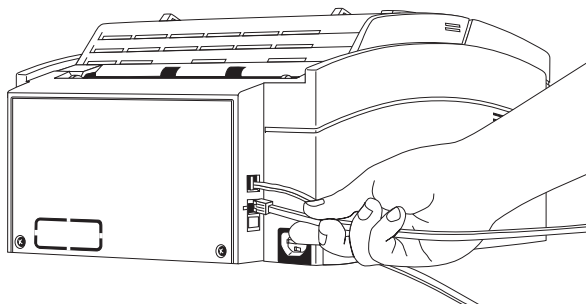
2 Insert the other end of the cord into the jack in your external device.

Tip: To connect both an answering machine and a telephone, first connect your answering machine to your MFP machine, then plug your external telephone's cord into the telephone jack on your answering machine.

Tip: You need to have the TAD mode feature turned on for an answering machine to work with your MFP machine. See Setting the Answering Mode in this section.

Connect Power

Warning: **Before connecting power, ensure that the power switch is OFF ("O" is pressed in)**

1 Plug the power cord into the power inlet located on the back of the unit.
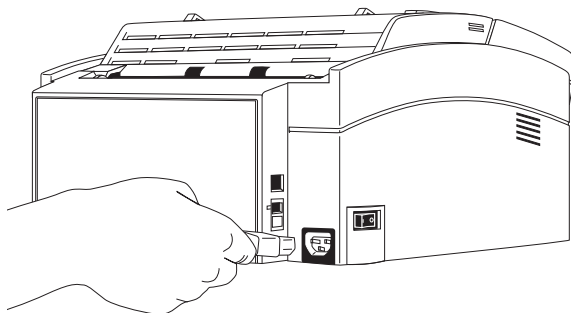
2 Plug the unattached end of the power cord into a grounded AC power outlet.

3 Turn the power switch to ON.

The time and current answering mode appears on the display. Your MFP machine is now in standby mode, ready to send or receive faxes.

Tip: The LCD display does not immediately disappear if the power is turned off while idling in the Power Save mode. This is not a malfunction and the display disappears momentarily.

Loading Paper

Your MFP machine can hold up to 100 sheets of standard-weight (20 lb.) paper. For best results, use paper specially made for laser printers or photocopiers. Available sizes are A4, letter size and legal size.

Your MFP machine automatically reduces the vertical length of the page images it receives to fit on the paper loaded in your MFP machine (down to 75% of the original length). For example, if you are sent a document created originally on legal-size paper, your MFP machine can reduce the received pages to fit on A4 or letter-size paper.

Tip: Your MFP machine is set at the factory to use letter size paper. If you intend to use a different paper size, change the PAPER SIZE user function setting to match your new paper size. See the Programming chapter for instructions.

1 Adjust the paper guides to the width of your paper.
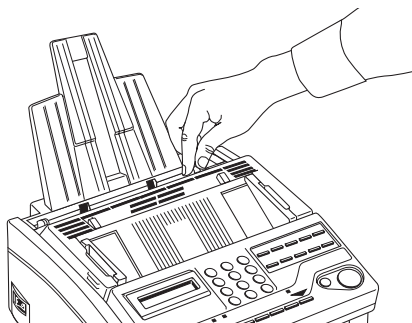
Tip: Adjust the paper guide on the right side to the mark of the width of your paper. After completing paper setting (Item 3), the paper guide on the left side should be aligned to the paper's width.

2 Remove the paper from its wrapper (up to 100 sheets). Note the "print side" notice printed on the label. Fan the paper.

3 Insert the paper into the paper tray, print side down.
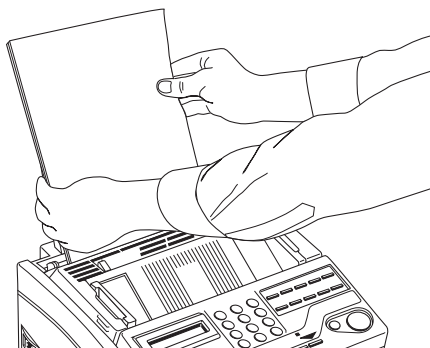
Tip: Be sure to insert at least 11 sheets of paper into the paper tray. Any less than that brings up the "No-feed" response.

Caution: **Be sure to grasp the paper tightly to avoid slipping of the uppermost sheet of paper.**

Setting the Clock

Follow these instructions to set the time and date on your MFP machine.

1 Press the SELECT FUNCTION key.

2 Press the 9/USER PROG. One-Touch key.

3 On the numeric keypad, press 3. The display shows 3:CLOCK ADJUSTMENT.

4 Press ◄ YES . The display shows the currently set date and time.

5 Using the numeric keypad, enter the new date and time.

6 Press ◄ YES to confirm your entry.

7 Press the SELECT FUNCTION key to finish.

Setting the Answering Mode

Your MFP machine has a number of answering modes, which determine how it handles incoming calls (both fax and voice). The current answering mode appears on your MFP machine's standby display.

Answering Mode Options

The answering mode which is best for you varies depending on how you use your MFP machine and what external telephone devices are connected to it. Read through the answering modes that are listed here, then follow the instructions below.

Manual Receive Mode [TEL]: If you use the same line for both fax and telephone calls and the majority of your incoming calls are telephone calls, then the TEL answering mode is your best choice. Each time someone calls, your MFP machine rings like a telephone. You can answer from an external telephone connected to your MFP machine. If you pick up the handset and hear fax tones, press the START key to receive the fax. If you do not answer the phone and someone tries to send you a fax message, your machine does not accept it.

Auto Receive Mode [FAX]: If your MFP machine is connected to a telephone line reserved only for fax communications, use the Auto Receive mode. Your MFP machine assumes all incoming calls are fax messages and automatically receives all incoming fax messages.

Telephone/Fax Mode [T/F]: When incoming calls are a mixture of fax and telephone calls, your best choice is the Telephone/Fax mode. In this mode, your MFP machine detects whether the incoming call is a fax or voice call. When the call is from another fax machine, your machine switches to fax mode and receives the message. When the call is a voice call, your MFP machine rings like a telephone. If you do not answer, your MFP machine switches back to fax mode to allow the calling party to manually send a fax.

Telephone Answering Device Mode [TAD]: Use this mode if you have connected an answering machine to your MFP machine. Like Telephone/Fax mode, the Telephone Answering Device mode detects whether an incoming call is a fax or voice call. If the call is a fax call, your MFP machine receives the fax. Your answering machine does not activate. If the incoming call is a voice call, your MFP machine rings just as it does in Manual Receive mode. If no one answers the call, your answering machine activates, allowing the calling party to leave a message. If the calling party decides to send a fax, your MFP machine automatically receives the fax.

Tip: In some countries, the Telephone Answering Device mode is turned off. To have it turned on, contact your dealer.

Memory Reception Mode [MEM]: The received data is not printed and is stored into memory even if there is fax paper on which to print.

Use the Print Operation function when you want to print out data that was stored in memory during the Memory Reception mode.

You can set a password for when you want to disable the Memory Reception mode.

The password is set by USER PROGRAMMING under MEM. PASS-WORD PRG.

PC Receive mode [PC]: Use this mode when your MFP machine is connected to your PC. The call signal from your exchange is sent directly to your PC. Your MFP machine does not respond to the signal. Fax reception by your PC is enabled upon receiving the call signal.

Tip: You need to install a special driver into your PC in order to use this function.

Forwarding Mode [FWD]: The forwarding mode allows received facsimiles to be forwarded to another number. The forwarding numbers are entered or registered at One-Touch Key 6. Up to ten forwarding numbers can be registered.

Changing the Answering Mode

Follow these instructions to change your MFP machine's answering mode.

1 Press the AUTO REC key. Your MFP machine displays a description of your current selection.

2 Press the AUTO REC key again. Your MFP machine switches to the next setting.

3 Continue pressing the AUTO REC key until the selection you want appears on the display. After a short pause, your MFP machine returns to standby mode displaying the new answering mode setting.

Tip: If a password has been set in the Memory Reception mode, you need to enter the password in order to disable the Memory Reception mode.

Setting the Fax Identification

MFP machines use the information you enter here to identify themselves during communications. In most countries programming this information into your MFP machine is a legal requirement. The information you enter here includes:

TSI/CSI: This is the telephone number of your MFP machine. This number is printed at the top of the faxes you send, and appears on the displays and reports of other fax machines you are communicating with.

Sender ID: This is a descriptive title (usually the location of your MFP machine or the name of your company or office). This description is printed at the top of every fax you send. You can enter up to 32 characters. The first 16 characters of your Sender ID are also be used as your Personal ID, which may appear on the displays or reports of other fax machines you are communicating with.

Call Back Number: The Call Back Number is a telephone number (not a fax number) which the operator of the remote machine can use to reach you. If you use the voice request function while communicating with another fax machine and no one is there to answer, your MFP machine automatically sends a cover letter with a call back message. The call back message is printed in a separate sheet with the message "Please call back" and a telephone number where you can be reached. The call back number entered here is the number that appears on the call back message.

```
SELECT          9/SPACE
FUNCTION      ┌─────────┐        ┌─GHI─┐      ┌─────────────────────────┐
┌─────────┐ + │         │  +  │  4  │  ➡  │ 4:SYSTEM  DATA PRG.       │
└─────────┘   └─────────┘     └─────┘      │ YES (←)  NO (→ /1-8)      │
                USER                        └─────────────────────────┘
                PROG.
```

1 Press the SELECT FUNCTION key.

2 Press the 9/USER PROG. One-Touch key.

3 On the numeric keypad, press 4. The display shows 4:SYSTEM DATA PRG.

4 Press ◀ YES . The display shows NO=<TSI/CSI>, ID=<SENDER ID>.

5 After the display clears, enter the full telephone number of your MFP machine using the numeric keypad.

   Tip: Use the Hyphen key to enter a "+" character before the number, and use the Space One-Touch key to enter spaces.

6 Press the START key to save your entry.

7 Enter your Sender ID. This is a descriptive title up to 32 characters long. Refer to the instructions below.

To Do This	Use
Enter numbers	Numeric keypad (press once)
Enter spaces	9/SPACE One-Touch key
Enter hyphens	HYPHEN key
Enter alphabet characters	Locate the character you want on the numeric keypad. Press that key repeatedly until the character appears.
Enter a unique character	Press the 0/UNIQUE key repeatedly until the character you want appears.
	The following characters are available: ! @ \ " _ % ~ # & ' ( ) * + , - . / : ; = ? · ä ß ñ ö ü Æ Å Ø æ å ø.
	Note: Some unique characters can be inputted using One-Touch keys.
Move the cursor to make corrections.	◄ YES and NO ►.

8 Press the START key to save your entry. The display shows NO=<CALL BACK NO.>.

9 After the display clears, use the numeric keypad to enter the telephone number you want to use for call back messages. Enter up to 20 characters.

   Tip: Use the HYPHEN key to enter a "+" character before the number, and use the SPACE One-Touch key to enter spaces.

10 Press the START key to save your entry.

11 Press the SELECT FUNCTION key to finish.

Setting Language

Your MFP machine comes with two languages installed, which appear on the display and in reports. Follow the instructions below to switch languages.

Tip: Your dealer may be able to provide you with additional languages.
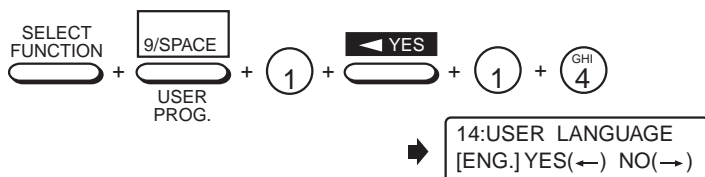
1 Press the SELECT FUNCTION key.

2 Press the 9/USER PROG. One-Touch key. The display shows 1:FUNC. PROGRAMMING.

3 Press ◄ YES . The display shows FUNCTION NO. [ ].

4 Using the numeric keypad, enter 14. This display shows USER LANGUAGE.

5 Press NO ► to switch to the other installed language.

6 To accept the language change, press ◄ YES .

7 Press the SELECT FUNCTION key to finish.

Connecting to a PBX

A PBX (Private Branch Exchange) is a private telephone system used to route internal calls. If you have to dial a prefix (access) number to get an outside line, then your line is connected to a PBX.

If you are connecting your MFP machine to a PBX, follow the instructions below. These setting changes allow your MFP machine to identify your PBX' outside line dial prefix digits in the numbers that you program or dial in your MFP machine. After it dials the prefix digits, your MFP machine waits until it sees that the outside line is available before dialing the rest of the number.

Warning: ***Some PBX installations may require additional adjust-***
ments to your MFP machine. If you continue to have
difficulty with fax communication after following these
steps, contact your dealer.
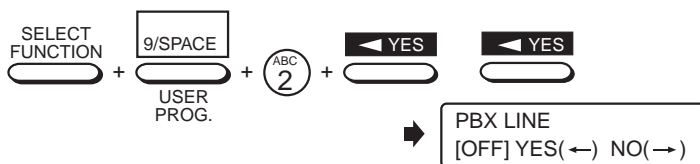
SELECT FUNCTION + 9/SPACE USER PROG. + (ABC 2) + ◄ YES ◄ YES

➡ PBX LINE
[OFF] YES(←) NO(→)

1 Press the SELECT FUNCTION key.

2 Press the 9/USER PROG. One-Touch key.

3 On the numeric keypad, press 2. The display shows 2:DIAL PA-RAMETER.

4 Press ◄ YES until the display shows PBX LINE, [OFF].

5 Press NO ► . The display changes to PBX LINE, [ON].

6 Press ◄ YES until the display shows DIAL PREFIX, [OFF].

7 Press NO ► . The display changes to DIAL PREFIX, [ ] ENTER 4 DIGITS.

8 Using the numeric keypad, enter the number you normally dial from your PBX to obtain an outside line.

9 Press ◄ YES .

10 Press the SELECT FUNCTION key to finish.

Tip: Keep in mind that all of the outside telephone numbers you program into your MFP machine must begin with your PBX's dial prefix.

Tip: To later turn off the PBX LINE and DIAL PREFIX functions, follow Steps 1-7 above. At Step 8, press the 9/SPACE One-Touch key four times.

MFP Function

To use your MFP machine as a PC Printer or PC Scanner, you need to install the MFP (Multi-Function Peripheral) software. A PC Connector is already included in the MFP machine as standard equipment. For details regarding MFP software, please refer to the separate booklet on the "MFP Function."

Driver Setup

Windows 2000

> *Note:* Administrator's authority is required for installation with Windows 2000.

1 Make sure that both the printer and the computer are turned OFF.

2 Connect the fax machine and computer with a parallel interface cable.

3 Turn the computer ON and allow Windows to start.

4 Turn the fax machine ON. At the prompt telling that a new device has been detected, select **Cancel**.

5 Insert the Unimessage Pro XL CD-ROM into your CD-ROM drive.

6 After the setup program has automatically started, click **Setup device driver and Unimessage Pro** and follow the on-screen instructions as appropriate This installs both the printer driver and the Unimessage Pro software.

> *Note:* If you want to install only the driver, click *Setup device driver*.

> *Note:* If the setup program does not automatically start or *Auto insert notification* is turned off, click *Start→Run....* Type in D:\SETUP.EXE (where D is the drive letter of your CD-ROM drive) and click *OK.*

7 When the **Fax Port Installation** dialog appears, click **OK**.

8 When the **Add/Remove Hardware Wizard** dialog appears, do the following:

    a When the **Welcome to the Add/Remove Hardware Wizard** dialog appears, click **Next**.

    b When the **Choose a Hardware Task** dialog appears, select **Add/ Troubleshoot a device** and click **Next**.

    c When the **New Hardware Detection** dialog appears, select **Add a new device** from the device list and click **Next**.

    d When the **Find New Hardware** dialog appears, select **No, I want to select the hardware from a list** and click **Next**.

    e When the **Hardware Type** dialog appears, select **Ports (COM&LPT)** from the list and click **Next**.

    f When the **Select a Device Driver** dialog appears, click **Have Disk**.

    g When the **Install From Disk** dialog appears, type D:\DRIVER\SETUP\DISK1\WIN2K (where D is the drive letter of your CD-ROM drive) in **Copy manufacturer's files from** and click **OK**.

    h Select **Okidata Fax Port** from the list and click **Next**.

    i When the **Start Hardware Installation** dialog appears, click **Next**.

    j When the **Completing the Add/Remove Hardware Wizard** dialog appears, click **Finish**.

9 During copying, the **Find Fax Port** dialog appears and the fax port is found; then click **OK**.

10 When the **Modem Installation** dialog appears, click **OK**.

11 If the **Location Information** dialog appears, enter information about your current location and click **OK**.

12 When the **Phone and Modem Options** dialog appears, do the following:

    a Open the **Modems** tab and click **Add**.

    b Check **Don't detect my modem; I will select it from a list.** and click **Next**.

    c Click **Have Disk** and when **Install From Disk** dialog appears, type D:\DRIVER\SETUP\DISK1\WIN2K (where D: is the drive letter of your CD-ROM drive) in **Copy manufacturer's files from** and click **OK**.

d When the **Install New Modem** screen appears, select the appropriate device and click **Next**.

   e Check **Selected ports**, select the port displayed in Step 8, and click **Next**.

   f When **Digital Signature Not Found** appears, click **Yes**.

   g Click **Finish** and when the **Modems Properties** dialog appears, click **OK**.

 13 When **Install Complete** screen appears, click **OK** and the setup of the driver is now complete.

Windows Me/98/95

 1 Make sure that both the printer and the computer are turned OFF.

 2 Connect the fax machine and computer with a parallel interface cable.

 3 Turn the fax machine and computer ON and allow Windows to start. If you see a prompt telling you that a new device has been detected, press **Cancel**.

 4 Insert the Unimessage Pro XL CD-ROM into your CD-ROM drive.

 5 After the setup program has automatically started, click **Setup device driver and Unimessage Pro** and follow the on-screen instructions as appropriate. This installs both the printer driver and the Unimessage Pro software.

 Note: If you want to install only the driver, click *Setup device driver*.

 Note: If the setup program does not automatically start or *Auto insert notification* is turned off, click on *Start→Run...*. Type in D:\SETUP.EXE (where D is the drive letter of your CD-ROM drive) and click *OK*.

 6 When the **Install Complete** screen appears, click **Finish**. After the computer restarts, setup of the driver is complete.

Windows NT 4.0

> *Note:* Administrator's authority is required for installation with
> Windows NT 4.0.

1 Make sure that both the printer and the computer are turned OFF.

2 Connect the fax machine and computer with a parallel interface
cable.

3 Turn the fax machine and computer ON and allow Windows to start.
If you see a prompt telling you that a new device has been detected,
press **Cancel**.

4 Insert the Unimessage Pro XL CD-ROM into your CD-ROM drive.

5 After the setup program has automatically started, click **Setup
device driver and Unimessage Pro** and follow the on-screen
instructions as appropriate This installs both the printer driver and
the Unimessage Pro software.

> *Note:* If you want to install only the driver, click *Setup device driver*.

> *Note:* If the setup program does not automatically start or *Auto insert
> notification* is turned off, click *Start→Run...* Type in
> D:\SETUP.EXE (where D is the drive letter of your CD-ROM
> drive) and click *OK*.

6 During copying, the **Find Fax Port** dialog appears and the fax port
is found.

7 When the **Modem Installation** dialog appears, click **OK**.

8 When the **Install New Modem** dialog appears, do the following:

> *Note: If the Modems Properties dialog appears, click Add* and the
> *Install New Modem* dialog pops up.

> **a** Check **Don't detect my modem; I will Select it from a list.**, and
> click **Next**.

> **b** Click **Have Disk**, and when **Install From Disk** dialog appears,
> type D:\DRIVER\SETUP\DISK1\WINNT40 (where D is the drive
> letter of your CD-ROM drive) in **Copy manufacturer's files from**
> and click **OK**.

> **c** When the **Install New Modem** screen appears, select the
> appropriate device and click **Next**.

> **d** Check **Selected ports**, then select the port displayed in Step 6
> and click **Next**.

> **e** Click **Finish**, and when **Modems Properties** dialog appears,
> click **Close**.

9. When the **Install Complete** screen appears, click **OK**.

10. The setup of the driver is complete.

Unimessage Setup

After the installation of the OKIFAX driver is complete, the installation of the Unimessage Pro software should begin. If this does not happen or you are re-installing the Unimessage software:

a Insert the Unimessage Pro XL CD-ROM into your CD-ROM drive.

b After the setup program has automatically started, click Setup Unimessage Pro and follow the on-screen instructions.

Note: If the setup program does not automatically start or *Auto insert notification* is turned off, click *Start→Run...*. Type in D:\SETUP.EXE (where D is the drive letter of your CD-ROM drive) and click *OK*.

1 The first screen asks you to select a language. If the highlighted language is appropriate, click **OK**. Otherwise, select a language and click **OK**.

2 When following the on-screen instructions, make sure you select the following when prompted: **Yes, look for devices connected to this computer and install the appropriate drivers** and **CLASS 1 device**

3 Details of all the installation options can be found in the User's Guide—click **View Unimessage Pro User's Guide** on the CD's setup menu.

4 When the Unimessage Pro installation is complete, you must restart your PC. When your computer restarts, user registration dialogs appear.

Printer Status Icon

The Windows printer driver for your fax machine includes a status monitor, which appears in the system tray on the taskbar. If you close this you cannot fax from the PC, but you can scan and print. For best performance with all MFP functions, we recommend that you leave the status monitor on.

Dial Directories

Programming One-Touch Keys

Your MFP machine has ten One-Touch keys for rapid dialing. You can store up to two fax numbers with 40 digits for each One-Touch key, a main number and an alternate number, which is used if the main number is busy. You can also enter a 15-character Location ID (name) for each One-Touch key.

Tip: To find One-Touch keys which are not yet registered, repeatedly press the SEARCH key.
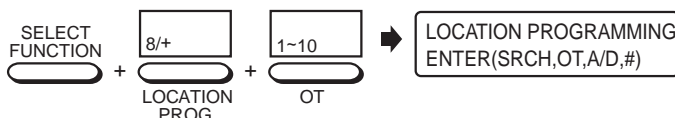
```
SELECT                8/+                  1~10              LOCATION PROGRAMMING
FUNCTION                                                     ENTER(SRCH,OT,A/D,#)
            +                     +
                    LOCATION             OT
                     PROG.
```

1 Press the SELECT FUNCTION key.

2 Press the 8/LOCATION PROG. One-Touch key. The display shows LOCATION PROGRAMMING.

3 Press a One-Touch key to program.

4 The display briefly shows NO=<FAX NO.>, ID=<LOCATION ID> (or a previously programmed fax number and Location ID).

5 After the display clears, enter the main fax number. Refer to the instructions below.

To Do This	Use
Enter numbers	Numeric keypad (press once)
Enter spaces	SPACE One-Touch key
Enter hyphens	HYPHEN key
Enter pauses (i.e., to wait for long distance or outside lines)	Pause key
Add a switch from pulse to tone dialing for part of the call	(✳) key
Move the cursor to make corrections	◄ YES and NO ►

6 Press the START key.

7 Enter the Location ID. This is a descriptive title up to 15 characters long. Refer to the instructions below.

To Do This	Use
Enter numbers	Numeric keypad (press once)
Enter spaces	SPACE One-Touch key
Enter hyphens	HYPHEN key
Enter alphabet characters	Locate the character you want on the numeric keypad. Press that key repeatedly until the character appears.
Enter a unique character	Press the 0/UNIQUE key repeatedly until the character you want appears.
	The following characters are available: ! @ \ " _ % ~ # & ' ( ) * + , - . / : ; = ? · ä ß ñ ö ü Æ Å Ø æ å ø.
	Note: Some unique characters can be entered using One-Touch keys.
Enter two letters using the same key.	Press NO ► to move to the next character.
Move the cursor to make corrections.	◄ YES and NO ►

8 Press the START key. The display shows NO=<OR LOCATION>.

9 Enter the alternate fax number. Refer to the instructions following Step 5.

10 The display shows G3 COMMUN. SPEED [33.6K]. Press NO ► to adjust the speed and ◄ YES to select it.

11 The display shows G3 ECHO PROTECTION [ON]. Press NO ► to change the setting and ◄ YES to select it.

12 Press the START key to finish programming the One-Touch key. The display shows LOCATION PROGRAMMING.

13 To continue programming One-Touch keys, go back to Step 3. If you are finished programming, press the SELECT FUNCTION key.

14 Lift off the plastic cover above the One-Touch label. Using a pencil, write in the name for your newly programmed One-Touch key. Then replace the cover.

Chain Dialing

Each fax number that you enter or program into your MFP machine can be up to 40 digits long. when it is necessary to dial a number which is longer than 40 digits, use the chain dial feature.

To create a chain dial number, program the first 31 digits of the number into a One-Touch key or Auto Dial number. Then press the 8/+ One-Touch key to make this a chain dial number. Next, program the rest of the number into another One-Touch key or Auto Dial number (or, you can leave the second part of the number unprogrammed and enter it manually on the numeric keypad).

To use a chain dial number, select the One-Touch key or Auto Dial number programmed with the first part of the chain dial number. The display shows PRESS OT/AD/SRCH KEY. Then select the One-Touch key or Auto Dial number programmed with the second part of the chain dial number. If the second part of the chain dial number was not programmed, enter it manually on the numeric keypad. Press the START key to begin sending the fax.

Programming Auto Dial Numbers

Your MFP machine has 100 Auto Dial numbers available for quick, three-digit selection and dialing. For each auto dial number, you can enter a fax number up to 32 digits long and a Location ID (name) up to 15 characters long.

```
SELECT                 8/+              AUTO DIAL         AUTO DIAL NO. [_  ]
FUNCTION                                                  ENTER 01-100
              +                 +
                    LOCATION
                      PROG.
```

1 Press the SELECT FUNCTION key.

2 Press the 8/LOCATION PROG. One-Touch key. The Display shows LOCATION PROGRAMMING.

3 Press the AUTO DIAL key.

4 Using the numeric keypad, enter a 3-digit number (001-100) for the Auto Dial number you want to program.

5 The display briefly shows NO=<FAX NO.>, ID=<LOCATION ID> (or a previously programmed fax number and location).

6 After the display clears, enter the fax number. Refer to the instructions below.

To Do This	Use
Enter numbers	Numeric keypad (press once)
Enter spaces	SPACE One-Touch key
Enter hyphens	HYPHEN key
Enter pauses (i.e., to wait for long distance or outside lines)	19/PAUSE key
Add a switch from pulse to tone dialing for part of the call	(✱) key
Move the cursor to make connections.	◄ YES and NO ►

7 Press the START key.

8 Enter the Location ID. This is a descriptive title up to 15 characters long. Refer to the instructions below.

To Do This	Use
Enter numbers	Numeric keypad (press once)
Enter spaces	SPACE One-Touch key
Enter hyphens	HYPHEN key
Enter alphabet characters	Locate the character you want on the numeric keypad. Press that key repeatedly until the character appears.
Enter a unique character.	Press the 0/UNIQUE key repeatedly until the character you want appears.
	The following characters are available: ! @ \ " _ % ~ # & ' ( ) * + , - . / : ; = ? · ä ß ñ ö ü Æ Å Ø æ å ø.
	Note: Some unique characters can be entered using one-touch keys.
Enter two letters using the same key.	Press NO ▶ to move to the next character.
Move the cursor to make corrections.	◀ YES and NO ▶

9 The display shows G3 COMMUN. SPEED [33.6K]. Press NO ▶ to adjust the speed and ◀ YES to select it.

10 The display shows G3 ECHO Protection [ON]. Press NO ▶ to change the setting and ◀ YES to select it.

11 Press the START key to finish programming the One-Touch key. The display shows AUTO DIAL NO. [ ].

12 To continue programming Auto Dial numbers, go back to Step 4. If you are finished programming, press the SELECT FUNCTION key.

> ***Note:*** When programming a telephone number, the ID and communication parameters are unnecessary.

Programming Groups

Once you have programmed some One-Touch keys or Auto Dial numbers, you can program groups to allow you to send the same fax to multiple locations. You can program up to 5 groups each containing up to 110 numbers into your MFP machine.

1 Press the SELECT FUNCTION key.

2 Press the 8/LOCATION PROG. One-Touch key. The display shows LOCATION PROGRAMMING.

3 On the numeric keypad, press the # key. The display shows GROUP SETTING.

4 Using the numeric keypad, enter the group number (1-5) you want to program.

5 The display shows the number of your current group and SELECT LOC.(S). You can now add a location to your group (or delete a location from it). Refer to the instructions below.

To Do This	Use
Add a One-Touch location	Press the One-Touch key. Press START to add it to the group.
Add an Auto Dial location	Press AUTO DIAL. Enter the 3-digit Auto Dial number. Press START to add it to the group.
Delete a previously added One-Touch location	Press the One-Touch key. Press START to delete it from the group.
Delete an Auto Dial location	Press the AUTO DIAL key. Enter the 3-digit Auto Dial number. Press START to delete it from the group.
Search for a location by name to add or delete	Press the SEARCH key continuously until the location appears. If the location is not yet in the group, press START to add it. If the location is in the group, press START to delete it.

6 After you have completed your selection (by pressing START key, ◄ YES or NO ►, the display shows SELECT LOC. again. Continue to add or delete locations from your group. Each group can contain up to a maximum of all of the One-Touch and Auto Dial locations available on your MFP machine.

7 When you are finished programming your group, press NO ►. The display shows LOCATION PROGRAMMING.

8 To program another group, go back to Step 3. If you are finished, press the SELECT FUNCTION key.

Basic Operations

Preparing Documents

- Try to use good quality documents for your transmissions. Documents that are typed or created in felt-tip black ink on white (or light) paper work best.
- Do not send documents which are not rectangular.
- Never use documents that have wet or sticky surfaces, wrinkles, staples or paper clips. However, your MFP machine can transmit documents that have been subject to normal wear, such as documents with staple holes, letter folds and minor corner folds.
- If you are not sure how a document will fax, try making a copy first on your MFP machine (load the document face down and press the COPY key).
- If your documents are bent, creased or torn, make a copy on a photocopier and send the copy instead. You can also use a photocopier to enlarge or reduce documents before sending.

Document Size

All documents must have a minimum width of 148 mm (5.8") and a minimum length of 128 mm (5"). Documents cannot be wider than 216 mm (8.5") or longer than 356 mm (14").

Multiple Page Documents

Your MFP machine can scan paper with a base weight between 16 pounds (60 g/m^2) and 28 pounds (105 g/m^2). You can load up to 20 sheets of standard 20-pound paper (like photocopier paper) at the same time. If you use a heavier paper, you can load up to 15 sheets. For very heavy paper, load and send pages sheet-by-sheet.

When loading multiple-page documents, do not load paper which is thinner than 0.08 mm or thicker than 0.13 mm. For documents, do not load paper which is thinner than 0.06 mm or thicker than 0.15 mm.

Loading Documents

To prevent paper jams and problems during scanning, neatly stack your documents, aligning their edges, before loading. Do not load documents of different sizes at the same time.

Tip: You can load and prepare to transmit a document while your MFP machine is still sending or receiving another message (as long as the document feeder is clear). To do this, load the document, select your location and press the START key. Your document is sent when the current communication ends.

1 Adjust the document guides to the width of the paper you are using.
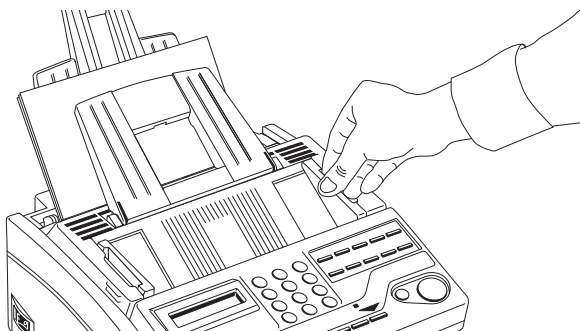
2 Neatly stack your documents, then insert them face down into the document feeder. Readjust the document guides for a snug fit.
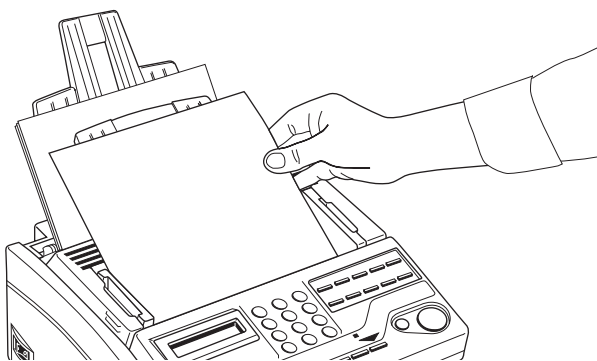
3 Your MFP machine grips the documents, and pulls the bottom page into the machine.

4 If necessary, use ◄ YES to set the resolution of your document.

Document Type	Resolution to Use
Normal office documents	STD (Standard)
Documents with small type or other fine details	FINE or EX. FINE
Documents with photos or many shades of gray	PHOTO

5 If necessary, use NO ► to set the level of contrast in your document.

Document Type	Contrast to Use
Documents with normal contrast	NORMAL
Documents which are too light	LIGHT
Documents which are too dark	DARK

6 Your documents are now ready for faxing or copying.

Sending a Fax to a Single Location

1 Load your documents.

2 Select a location. Refer to the instructions below.

To Dial Using	Do This
A One-Touch key	Press the One-Touch key.
An Auto Dial number	Press the AUTO DIAL key, then enter the 3-digit Auto Dial number on the numeric keypad.
The numeric keypad	Dial as you would on a normal telephone. If you make a mistake, press ◄ YES to go back and re-enter the number.
An external telephone	Pick up the handset of your external telephone and dial the number of the machine you wish to transmit to. If the receiving fax machine is in automatic reception mode, you will hear a high-pitched tone. If a person answers the phone, ask them to press the START key on their fax machine.

3 If necessary, press the START key to begin the transmission. Refer to the table below to understand some of the messages you may see during a typical fax transmission.

Message	Explanation
(location)	The remote location's Personal ID, TSI/CSI, Location ID or the telephone number you entered identifies the location during transmission.
CALLING	The line is ringing.
SENDING	Your MFP machine is sending the message.
RESULT = OK	The fax was sent successfully.
COMMUN. ERROR	If you see this or another error message, a problem occurred during the communication. Try resending the fax. Refer to the chapter on Problem Solving for assistance.

Search Key Dialing

If you are not sure which One-Touch key or Auto Dial number contains the location you want to communicate with, use the SEARCH key to look through an alphabetical list of all of the Location IDs programmed into your MFP machine.

 1 When selecting locations, press the SEARCH key. The display shows ENTER 1-ST CHAR.

 2 Repeatedly press the SEARCH key to look through the entire list of locations in alphabetical order, or locate the letter you want on the numeric keypad, and press that key repeatedly to look through Location IDs beginning with that letter.

Real-Time Dialing

Normally, your MFP machine dials the entire number of the location you have selected at one time. Occasionally, it may be necessary to dial numbers in real time (one digit at a time).

If your MFP machine is equipped with a handset, you can dial in real time by picking up the handset. Or, press the HOOK/V. REQUEST key.

Redialing

If the line is busy or if there is no answer, your MFP machine waits, and then automatically redials the number.

If your MFP machine is transmitting from memory and a communication error occurs, it automatically redials the number and tries to send the fax again.

You can redial a number manually at any time by pressing the REDIAL key.

Confirming Results

After transmission, press the COPY key once (with no documents loaded) to see a report confirming your transmission on your MFP machine's display. To print the report, press the COPY key a second time. See the section on Reports for more information.

Stopping a Transmission

To stop a transmission while it is in progress, follow the instructions below.

1 Press the STOP key twice. The display shows STOPPED.

2 If documents are stuck partway through the document feeder, you may see a RELOAD DOCUMENT message on the display. Press the STOP key again. Your MFP machine feeds the document the rest of the way through the document feeder.

Sending a Fax to Multiple Locations (Broadcasting)

Your MFP machine's broadcasting feature allows you to send a document to many different locations at the same time. For each broadcast operation, you can select as many One Touch keys, groups, and Auto Dial Codes as you like. You can also manually enter up to ten telephone numbers on the numeric keypad.

Performing a Broadcast Operation

1 Load your documents.

2 Select a location. Refer to the instructions below.

To Select Using	Do This
A One Touch key	Press the One Touch key.
An Auto Dial number	Press the AUTO DIAL key, then enter the two digit Auto Dial number on the numeric keypad.
A group	Using the numeric keypad, press the # key, then enter the number of the group.
A number dialed on the numeric keypad	Dial the number as you would on a normal telephone, then press START.

3 Select another location within 3 seconds after step 2.

4 Repeat steps 2 and 3 as often as necessary to continue selecting locations.

5 When you are finished selecting locations, press START. ENTRY IS OK? displays.

6 Press START. Your MFP begins scanning the document and dialing the numbers.

To make corrections

1 At step 5, when ENTRY IS OK? displays, press NO ▶. PRINT ENTRY REPORT? displays.

2 Press ◀ YES. PRINTING displays and the report prints. Or, Press NO ▶ to skip printing the report. CHECK LOCATIONS YES (START) displays.

3 Press the START key. Each entry displays. Press the START key to accept each entry or press NO ▶ to delete a location.

4 When all the entries have been displayed and CHECK LOCA-TIONS displays again, press NO ▶. ENTRY IS OK? displays.

5 Press the START key. Your MFP scans the documents into memory and begins transmitting the message.

Faxing to a Group

Once you have programmed some One Touch keys or Auto Dial numbers, you can use these programmed locations to create groups. You can then easily send the same fax to multiple locations. This is useful if, for example, you need to send weekly status updates to all the members of a team working in separate locations.

• You can program up to five groups (see "Programming Groups" under Dial Directories).

• Each group can have up to 110 numbers.

Sending a Fax to a Group

To send a group fax, do the following:

1 Load your document.

2 Press the AUTO DIAL key. The display shows AUTO DIAL NO.

3 Press the # key. The display shows GROUP SETTING.

4 Press the number of the group you want to send to on your numeric keypad.

5 Press START. The display shows ENTRY IS OK?.

6 Press START.

To see a list of the groups and the locations within each group, print a Telephone Directory. To do this:

1 Press SELECT FUNCTION.

2 Press the 6/REPORT PRINT One-Touch key.

3 Press `NO ▶` repeatedly until PHONE DIRECTORY appears.

4 Press `◀ YES`.

Receiving Faxes Manually

As long as your MFP machine is not set to the manual receive [TEL] mode, your MFP machine automatically receives faxes. If your MFP machine is set to the manual receive [TEL] mode, follow the instructions below.

1 When the MFP machine rings, press the HOOK/V. REQUEST key.

2 Press the START key. MANUAL START appears on the display.

3 After you receive the fax, a long beep tells you that the transmission was successful.

If you have the optional handset installed:

1 When your telephone or MFP machine rings, pick up the telephone handset. If a person is on the line, carry on your conversation.

2 If a remote fax machine is on the line, or if a person wishes to fax you a document after a conversation, press the START key.

3 When MANUAL START appears on the display, hang up the handset.

4 After you receive the fax, a long beep tells you that the transmission was successful.

Receiving Faxes in Memory

Your MFP machine automatically receives messages into memory (and does not immediately print them) in a few different situations.

Memory Reception mode

When your MFP machine is set to Memory Reception mode, it receives data into its memory without printing and the display shows MSG. IN MEMORY.

Printing out a message stored in memory can be done in two ways:

(1) Switch to Auto Receive mode.

After disabling the Memory Reception mode, all messages stored in memory print out.

(2) Print out Operation

Messages stored up in memory can also be printed out by the following process:
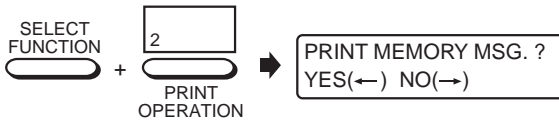
1 Press the SELECT FUNCTION key.

2 Press the 2/PRINT OPERATION One-Touch key. The display asks PRINT MEMORY MSG?

3 Press ◄ YES . The stored message begins printing.

Tip: If a memory reception password has been set, you need to enter your password.

No Paper Reception

When your MFP machine has run out of paper, a NO PAPER, REPLACE PAPER message appears on the display. Even when your MFP machine runs out of paper, it continues to receive faxes in memory.

Your MFP machine prints out any messages received in memory when the paper is replaced.

No Toner Reception

If the user setting No. 22 (NO TONER MEM. RX) is set to ON and your MFP machine is low on toner, it displays a TONER LOW, REPLACE TONER CART. message, and begins receiving data into memory (rather than risk printing an unreadable message). If your MFP machine has received a message in memory because toner is low, MSG. IN MEMORY appears on the display. To print out a message stored in memory when toner is running low, follow the instructions below.

```
SELECT
FUNCTION          2
 ⊂_____⊃   +   ⊂_____⊃    ➡   ┌──────────────────────┐
                    PRINT              │ PRINT MEMORY MSG. ?   │
                  OPERATION            │ YES(←)  NO(→)         │
                                       └──────────────────────┘
```

1 Press the SELECT FUNCTION key.

2 Press the 2/PRINT OPERATION One-Touch key. The display shows PRINT MEMORY MSG?

3 Press ◄ YES . The stored message begins printing.

   Tip: If a memory reception password has been set, you need to enter your password.
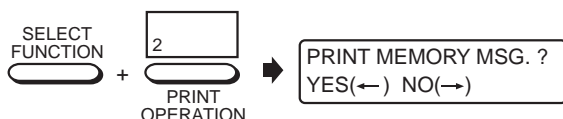
   Tip: Even if you see a TONER LOW message on your MFP machine, you may be able to use the 2/PRINT OPERATION One-Touch key to continue printing faxes, but the print quality cannot be guaranteed. Replace your toner cartridge as soon as possible.

Canceling Messages Stored in Memory

It is also possible to erase messages received in memory without printing them.

1 After you have followed the instructions to print out messages stored in memory, the display shows MSG. IN MEMORY, PRINT-ING.

2 To erase the message instead of printing it, press the STOP key. The display shows CANCEL?

3 Press ◄ YES to erase the message from your MFP machine's memory.

Rejecting Unsolicited Fax Messages

The closed network option allows you to limit the locations your MFP machine can communicate with. Using this function, you can set your MFP machine to refuse to receive any incoming faxes from locations whose telephone numbers are not programmed into your One-Touch keys or Auto Dial numbers. In this way, your MFP machine automatically rejects unsolicited fax messages such as advertising. You can also set your MFP machine to neither send faxes to nor receive faxes from locations whose telephone numbers are not programmed into your One-Touch keys or Auto Dial numbers (T/R). The available settings are limit reception only (RX), limit both transmission and reception (T/R), and no limitation on transmission or reception (OFF). To use the closed network function, follow the instructions below.
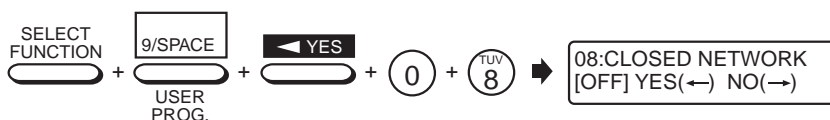
SELECT FUNCTION + 9/SPACE USER PROG. + ◄ YES + ⓪ + ⑧(TUV) ➡ 08:CLOSED NETWORK [OFF] YES(←) NO(→)

1 Press the SELECT FUNCTION key.

2 Press the 9/USER PROG. One-Touch key. The display shows 1:FUNC. PROGRAMMING.

3 Press ◄ YES . The display shows FUNCTION NO. [ ].

4 Using the numeric keypad, enter 08. The display shows 08:CLOSED NETWORK, and the current setting of this function.

5 Press NO ► until the setting you want appears in the display.

6 Press ◄ YES to confirm the new setting.

7 Press the SELECT FUNCTION key to finish.

Power Failures and Memory

If power is interrupted to your MFP machine, the following problems occur:

- Any messages your MFP machine has scanned into memory but not yet transmitted are lost.
- Any messages your MFP machine has received into memory but not yet printed are lost.
- If you have loaded documents on your MFP machine's document feeder, any dialing or transmission settings are lost.

Your MFP machine prints a power off report to inform you in the event of a power failure. Use this report to determine which received messages you may have lost, and to determine which transmissions you may have to resend. See the Reports section for more information.

Making Copies

Your MFP machine can also be used to make copies. You can make up to 50 copies at one time. Your MFP machine automatically makes all copies in FINE mode.

1 Load your documents.

2 Press the COPY key. The display shows PRG. NO. OF COPIES, [1SETS]. If you want to make just one copy, you are finished. Your MFP machine waits a moment, then begins copying.

3 To make multiple copies, enter the number of copies you want to make on the numeric keypad. Then press the COPY key again. Your MFP machine begin making copies.

   Tip: When the message PRG. NO OF COPIES is displayed, you can change the degree of print resolution.

Making Copies with the Manual Paper Feeder

Your MFP machine's manual paper feeder allows you to make copies on a different type of paper than what you normally keep in the paper tray. To make copies using the manual paper feeder, follow the instructions below.

   1 Load your documents.

   2 Insert a sheet of paper face up into the manual paper feeder slot, until you feel the MFP machine grab hold of the paper.
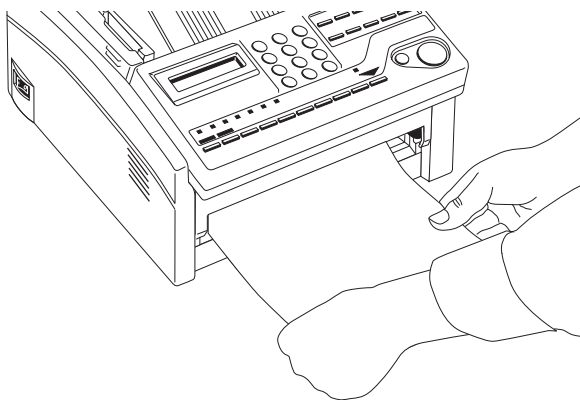
   3 Press the COPY key (see the instructions above). If you are making more than one copy, you need to continue inserting sheets of paper into the manual paper feeder.

Using Voice Request

The voice request feature allows you to have a conversation with a person at a remote fax machine during a fax communication. Either the person sending or receiving the fax can initiate a voice request. If you are sending a fax, you can answer a voice request only after all pages have been transmitted.

If you are receiving a fax, you can answer a voice request after reception of each page.

You will know if the person on the other fax machine has issued a voice request when you hear a warbling tone. If you do not respond in approximately six seconds, the voice request is automatically cancelled.

Tip: You need to have either an attached handset or an external telephone to use the voice request function.

To Initiate a Voice Request

1 During a fax communication, press the HOOK/V. REQUEST key.

2 When the other party answers your request, your MFP machine emits a repetitive warbling sound. The display shows LIFT HAND-SET, AND PRESS VOICE REQUEST.

3 Lift your handset and press the HOOK/V. REQUEST key.

Tip: If you press your HOOK/V. REQUEST key to initiate a voice request at TX mode but no one is there to answer, your MFP machine automatically sends a call back message to the remote site. This message includes a telephone number where you can be reached.

To Answer a Voice Request

Lift the handset and press the HOOK/V. REQUEST key.

Advanced Operations

Sending a Fax at a Later Date and Time

The delayed transmission feature allows you to send documents at a specified date and time, and frees you from the need to manually start the transmission. You can program a transmission delay to occur at any time on the day of your transmission, or at any time over the next three days.

You can program your MFP machine to send one delayed fax at a time either from the document feeder or from memory. Refer to the table below to decide which method you want to use.

Delayed TX Feature/Limitation	From Feeder	From Memory
Number of locations	One	Multiple
Fax machine can be used for other transmissions while a delayed fax is waiting to be sent?	No	Yes

Sending a Delayed Fax from the Document Feeder

Note: In order to send a delayed fax from the document feeder, function 17: MEM./FEED S/W must be set to Feed and funtcion 25:INSTANT DIAL must be set to Off.

1 Load your documents.

2 Press the SELECT FUNCTION key.

3 Press the 1/DELAYED TX One-Touch key. The display shows DELAYED TX and today's date.

4 Press NO ▶ . The display shows DELAYED TX DATE or, if the transmission is to occur on the same day, press ◀ YES and go to Step 6.

5 Using the numeric keypad, enter the date on which you wish the transmission to begin.

6 Press ◄ YES . The display shows DELAYED TX TIME.

7 Using the numeric keypad, enter the time on which you wish the transmission to begin.

Tip: Be sure to enter the time using the 24-hour clock (i.e., 8:00 a.m. would be entered as 08:00, and 8:00 p.m. would be entered as 20:00).

8 Press ◄ YES . The display shows SELECT LOCATIONS.

9 Select a location. Refer to the following instructions.

To Select Using	Do This
A One-Touch key	Press the One-Touch key.
An Auto Dial number	Press the AUTO DIAL key, then enter the three digit Auto Dial number on the numeric keypad.
A number dialed on the numeric keypad	Dial as you would on a normal telephone.

10 Press the START key. Your MFP machine begins waiting for the time and date you have set before sending the fax.

Sending a Delayed Fax From Memory

SELECT FUNCTION   +   1 DELAYD TX   ➡   DELAYED TX DATE [07/01] YES(←) NO (→)

1 Load your documents.

2 Press the SELECT FUNCTION key.

3 Press the 1/DELAYED TX One-Touch key. The display shows DELAYED TX and today's date.

4 Press NO ► . The display shows DELAYED TX DATE. Or, if the transmission is to occur on the same day, press ◄ YES and go to Step 6.

5 Using the numeric keypad, enter the date on which you wish the transmission to begin.

6 Press ◄ YES . The display shows DELAYED TX TIME.

7 Using the numeric keypad, enter the time on which you wish the transmission to begin.

Tip: Be sure to enter the time using the 24-hour clock (i.e., 8:00 a.m. would be entered as 08:00, and 8:00 p.m. would be entered as 20:00).
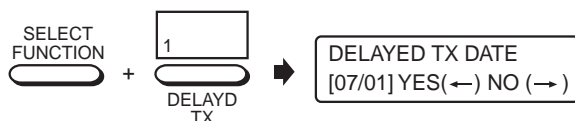
8 Press ◄ YES . The display shows SELECT LOCATIONS.

9 Select a location. Refer to the instructions below.

To Select Using	Do This
A One-Touch key	Press the One-Touch key.
An Auto Dial number	Press the AUTO DIAL key, then enter the three digit Auto Dial number on thenumeric keypad.
A number dialed on the numeric keypad	Dial as you would on a normal telephone.

10 Press the START key to finish the programming.

Canceling a Delayed Transmission

To cancel a delayed transmission from the document feeder or from memory before it has been sent, follow the instructions below.

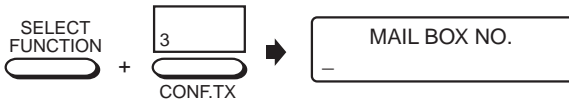**1** Press the STOP key. The display shows COMMUNICATION CAN-CEL.

2 Press ◄ YES . The display shows the Location ID of the delayed transmission currently loaded in your MFP machine.

3 Press ◄ YES .

4 If the delayed transmission was a feeder transmission, press the STOP key again to remove the document from the document feeder.

Sending a Confidential Fax or Sub-address Transmission

Fax machines are often placed in public places where everyone can look through the received faxes. To send confidential documents, use the confidential fax feature. The receiving fax machine stores the message in a confidential mailbox (in memory) and does not print it until a password is entered.

Also, if the receiving fax machine is equipped with a sub-address function, you can enter a sub-address number, as a mailbox number enabling sub-address communication.

Tip: To send a confidential fax, you must know in advance the mailbox the message should be sent to. Ask the person who will receive the fax to tell you their mailbox number.

```
  SELECT            ┌─────────┐            ┌──────────────────────┐
 FUNCTION           │ 3       │            │   MAIL BOX NO.       │
 ┌─────────┐   +    └─────────┘     ➤      │   _                  │
 └─────────┘         ┌───────┐             └──────────────────────┘
                      CONF.TX
```

1 Load your documents.

2 Press the SELECT FUNCTION key.

3 Press the 3/CONF. TX One-Touch key. The display asks you to enter the number of a confidential mailbox on the receiving fax machine.

4 Using the numeric keypad, enter the number of the confidential mailbox you are transmitting to.

5 Press the START key to confirm your entry. The display shows SELECT LOCATION.

6 Select a location. Refer to the instructions below.

To Select Using	Do This
A One-Touch key	Press the One-Touch key.
An Auto Dial number	Press the AUTO DIAL key, then enter the three digit Auto Dial number on the numeric keypad.
A number dialed on the numeric keypad	Dial as you would on a normal telephone.

7 Press the START key. Your MFP machine begins sending the fax.

Receiving Confidential Faxes

If you need to receive a fax that should not be seen by anyone else, have the person send the message as a confidential fax from another Oki Data Fax-compatible unit, or from a fax machine of a different maker that is equipped with the sub-address transmission function.

In order to do this, you must first set up a confidential mailbox, as explained below. Then, give your mailbox number to the person sending the message.

An incoming confidential fax is stored in memory until you enter your password.

Creating a Confidential Mailbox (Personal Box)

The number of confidential mailboxes you can set up depends on your OKIFAX model.

Your MFP can have up to 8 confidential mailboxes (Personal Boxes).

1 Press the SELECT FUNCTION key.

2 Press the 9/USER PROG. One-Touch key. The display shows 1: FUNC. PROGRAMMING.

3 Press 5 on the numeric keypad. The display shows 5: PERSONAL BOX PRG.

4 Press ◄ YES . The display shows PERSONAL BOX No. [ ].

5 Using the numeric keypad, enter the number of the mailbox you want to use. Specify the box number using a single-digit number between 1 and 8.

6 Press ◄ YES . A PERSONAL BOX [CLOSE] message displays.

7 Press NO ► to select [CONF] and press ◄ YES .

8 Using the numeric keypad, enter the 4-digit password you want to use with your mailbox.

9 Press ◄ YES to confirm your entry.

10 Your MFP then asks you to enter another mailbox number. To continue programming mailboxes, go back to Step 5. When you are finished, press the SELECT FUNCTION key.

Note: The personal box can also be used for bulletin transmissions. To program it for such, follow the same flow but select "POLL" instead of "CONF." The box can be closed also by following the procedure indicated next.

Closing a Mailbox

To change the password of an existing mailbox, or to delete one, follow the instructions below. Remember that a mailbox must be empty before you can modify or delete it.

1 Press the SELECT FUNCTION key.

2 Press the 9/USER PROG. One-Touch key. The display shows 1: FUNC. PROGRAMMING.

3   Press 5 on the numeric keypad. The display shows 5: PERSONAL BOX PROG.

4 Press ◄ YES . The display shows PERSONAL BOX NO. [ ].

5 Using the numeric keypad, enter the number of the mailbox you want to modify or delete.

6 The display shows PERSONAL BOX [CONF]. Press ◄ YES .

To close a mailbox, press NO ► until CLOSE appears in brackets. The display asks DELETE PERSONAL BOX? Press ◄ YES .

Tip: If the message, ILLEGAL OPERATION is displayed, the mailbox you have selected contains one or more messages. You must print out any messages in the mailbox before you change its password.

To Change Your Password

1 Press the SELECT FUNCTION key.

2 Press the 9/USER PROG. One-Touch key. The display shows 1: FUNC. PROGRAMMING.

3 Press 5 on the numeric keypad. The display shows 5: PERSONAL BOX PROG.

4 Press ◄ YES . The display shows PERSONAL BOX NO. [ ].

5 Using the numeric keypad, enter the number of the mailbox you want to modify or delete.

6 The display shows PERSONAL BOX [CONF]. Press ◄ YES . The display shows PRG. PASSWORD.

7 Using the numeric keypad, enter the 4-digit password currently used with that mailbox.

8 Press NO ► . The display shows PRG. PASSWORD again.

9 To create a new password, enter a new 4-digit number on the numeric keypad.

10 Press ◄ YES to accept the new password or close the mailbox.

11 Your MFP machine asks you to enter another mailbox number. To continue programming mailboxes, go back to Step 5. If you are finished programming, press the SELECT FUNCTION key.

Printing Confidential Messages

Each time your MFP receives a confidential message, it automatically prints a confidential received transmission report that tells you which mailbox number received the message.

To print a received confidential fax message

1 Press the SELECT FUNCTION key.

2 Press the 2/PRINT OPERATION One-Touch key. The display asks PRINT PERSONAL BOX? when your MFP machine has received messages stored in its memory.

3 Press ◄ YES . The display shows PERSONAL BOX NO. [ ].

4 Using the numeric keypad, enter the number of the mailbox you want to print from. The display shows PRG. PASSWORD [ ].

(Mailbox Numbers from 0 ~ 8)

Tip: If no message is stored in that mailbox, the display shows NO DATA IN MEMORY.

5 Using the numeric keypad, enter the 4-digit password for the mailbox you want to print from.

6 Press ◄ YES . The message begins printing.

Tip: If you want to clear the mailbox without waiting for printouts, press the STOP key at this point. The display changes to CANCEL. Press ◄ YES to clear the mailbox.

Relay Broadcasting

Relay broadcasting allows one fax machine to send a document to another fax machine, which then re-sends (broadcasts) the document to a number of other locations.

Two different fax machines are involved in transmitting a relay broadcast: the relay initiating station and the relay key station.

Relay Initiating Station

Your MFP machine can act as the relay initiating station, which starts the relay broadcast by sending the original documents. Before you can program your MFP machine to initiate a relay broadcast, you need to obtain the following information from the operator of the fax machine you intend to use as a relay key station:

Relay Password: This is the relay key word (up to 20 digits), which is programmed into the relay key station.

Relay Group Numbers: These numbers (up to 20 digits) are the numbers of locations or groups of locations programmed into the relay key station.

Relay Key Station

The relay key station is the fax machine, which receives the original fax message and then automatically relays or broadcasts the message to other remote fax machines.

The only OKIFAX units that can serve as relay key stations are the OKIFAX 2600 and OKIFAX 5950. Units of another company can act as a relay key station when it is a SUB function relay request if that unit has a SUB function.

Relay Broadcast Report

After the relay broadcast is completed, it is possible for the relay key station to send a fax back to your MFP machine confirming the success of the relay broadcast. For this function to work, your MFP machine's own telephone number must be programmed into your MFP machine's last Auto Dial number (Auto Dial number 100).

Initiating a Relay Broadcast

1 Load your documents.

2 Press the SELECT FUNCTION key.

3 Press the 4/RELAY INIT.-TX One-Touch key. The display shows RELAY PASSWORD.

4 Using the numeric keypad, enter a password of up to 20 digits which is the same as the relay keyword programmed into the relay key station.

5 Press the START key. The display shows REMOTE LIST NO.

6 Using the numeric keypad, enter a number of up to 20 digits which corresponds to a relay group programmed into the relay key station.

7 Press the START key. The display shows SELECT LOCATION.

8 Select the location of the relay key station. Refer to the instructions below.

To Select Using	Do This
A One-Touch key	Press the One-Touch key.
An Auto Dial number	Press the AUTO DIAL key, then enter the three digit Auto Dial number on the numeric keypad.
A number dialed on the numeric keypad	Dial as you would on a normal telephone.

9 Press the START key. Your MFP machine begins sending the fax.

Sending Documents Requested by Another Fax Machine (Polling Transmission)

When you normally send faxes, you load documents into your MFP machine, select a location, and then press the START key to begin sending the documents.

However, sometimes it is more useful to be able to simply load your documents on your MFP machine and set it to wait for the receiving fax machine to call and collect them. This is called setting your MFP machine to be polled, or polling transmission.

Setting Your MFP Machine to be Polled

1 Load your documents.

2 Press the SELECT FUNCTION key.

3 Press the 5/POLLING One-Touch Key. The display shows BULLE-TIN POLL.

4 For standard polling, press NO ▶ . The MFP machine begins scanning the message into memory and completes the set up process for the polling text.

For Bulletin Polling, press ◀ YES . The display shows PERSONAL BOX NO. [ ]. Enter a mailbox number between 0 ~ 8.

Tip: With Bulletin Polling, a text message is stored in memory until you delete it. You can therefore conduct polling transmission as many times as you want.

Also, when using a box number, the remote fax must also be equipped with a box function. Set the box number to 0 for polling without a box number.

Dialing Another Fax Machine to Request Documents (Polling Reception)

Calling a remote fax machine to receive documents someone else has loaded is called polling or polling reception.

Polling Documents from Other Fax Machines

1 With no documents loaded, press the SELECT FUNCTION key.

2 Press the 5/POLLING One-Touch key. The display shows NO.=< MAILBOX NO. >.

3 Enter a mailbox number.

4 Press the START key and POLLING RX SELECT LOCATION displays.

5 Select a location. Refer to the instructions below.

To Select Using	Do This
A One-Touch key	Press the One-Touch key.
An Auto Dial number	Press the AUTO DIAL key, then enter the three digit Auto Dial number on the numeric keypad.
A number dialed on the numeric keypad	Dial as you would on a normal telephone.

6 Press the START key. Your MFP machine begins polling the remote fax machine.

Dual Access

Your MFP's dual access feature allows you to load and prepare to transmit a document while your MFP machine is receiving or sending another fax from memory. This feature increases your productivity and reduces the time you must spend waiting for other operations to finish.

Once you have loaded a document and the display shows SELECT LOCATION, your MFP is ready for you to load the next transmission.

What You Can Do While Sending a Fax

After your MFP has finished scanning a document into memory—and while it is transmitting from memory—you can:

- Load another document and prepare it for transmission. You can continue to load documents as long as memory is available in your MFP. When the first transmission is complete, the next fax will automatically be sent.
- Enter the fax number before loading the next document.
- Make copies.

What You Can Do While Receiving a Fax:

- Load another document and prepare it for transmission. You can continue to load documents as long as memory is available in your MFP. When the first transmission is complete, the next fax you have loaded will automatically be sent.
- Enter the fax number before loading the next document.
- Continue to receive faxes while earlier received messages are printing, if your MFP is set to receive faxes into memory.

What You Can Do While Making Copies:

- Continue to receive faxes while copies are printing, if your MFP is set to receive faxes into memory.

Programming

Customizing Features and Operations

Many of your MFP machine's features and functions have settings which can be changed to customize the operations of your MFP machine. Because each country has different regulations, you may not be able to access all of the settings listed in this chapter. If you have trouble changing a setting, contact your dealer for assistance.

Viewing Your Current Settings

Follow these instructions to obtain a configuration report showing your MFP machine's current settings.

1 Press the SELECT FUNCTION key.

2 Press the 6/REPORT PRINT One-Touch key. The display shows 1:ACTIVITY REPORT.

3 Using the numeric keypad, press 5. The display shows 5:CON-FIGURATION.

4 Press ◄ YES . The report begins printing.

User Function Settings

User function settings allow you to customize the general operation of your MFP machine. Refer to the User Function Settings List to determine which settings you may need to change, then refer to Changing Your User Function Settings to make the change.

User Function Settings List

01 MCF (SINGLE-LOC.): This function automatically prints a Message Confirmation Report after each single-location transmission or polling transmission. Available settings are on and off.

02 MCF (MULTI-LOC.): This function automatically prints a Message Confirmation Report after each multiple-location transmission. Available settings are on and off.

03 ERR REPORT (MCF): This function automatically prints a Message Confirmation Report each time an error occurs during a transmission or polling transmission operation. Available settings are on and off.

04 IMAGE IN MCF: When a message confirmation is printed, this function adds a portion of the first page your MFP machine transmitted. This is printed at the bottom of the message confirmation report. Available settings are on and off.

05 SENDER ID: This function controls the printing of your MFP machine's Sender ID on the faxes you send. When turned on, your MFP machine's Sender ID is printed on each page slightly outside the image area of your document. When turned off, your MFP machine's Sender ID doesn't print.

Note: In order to meet FCC requirements, you must have this feature set to ON and have a valid Sender ID programmed in your MFP machine.

06 MONITOR VOLUME: This function sets the volume your MFP machine uses for telephone line monitoring sounds during dialing. Available settings are off, low, mid, high mid and high.

07 BUZZER VOLUME: This function sets the volume of the various beep and alarm tones your MFP machine emits during operations. Available settings are low, middle and high.

08 CLOSED NETWORK: This function allows you to program your MFP machine to refuse to receive faxes from or transmit faxes to locations whose telephone numbers have not been programmed into your MFP machine's One-Touch keys or Auto Dial numbers. Using this function, you can set up a closed network of fax machines. If you do not want your MFP machine to transmit faxes to or receive faxes from locations outside your network, select T/R. If you only want your MFP machine to refuse to receive faxes from outside your network, select RX. Available settings are OFF, T/R and RX.

09 TX MODE DEFAULT: This function allows you to change your MFP machine's default type of original and transmit resolution settings. Unless you select otherwise using the Transmit Resolution/ ◄ YES or Type of Original/ NO ► , your MFP machine is set to use the STD and NORMAL settings. If you are constantly sending faxes, which require some other combination of transmission modes, use this function setting to change the default transmission modes to any other combination of settings. While you are programming, the new default combinations appear on the LEDs above the Transmit Resolution/ ◄ YES or Type of Original/ NO ► .

10 T/F TIMER PROG.: When set to the telephone/ fax answering mode, your MFP machine automatically distinguishes between incoming voice and fax calls. If the incoming call is a voice call, your MFP machine rings to tell you to pick up the handset. If you do not answer, your MFP machine automatically switches back to facsimile mode to allow the calling party to send a fax. The T/F TIMER function controls how long your MFP machine waits before switching back to fax mode. Available settings are 20 seconds or 35 seconds.

11 RING RESPONSE: This function controls how long your MFP machine waits before answering an incoming telephone call. The available settings are 1 ring, 5 seconds, 10 seconds, 15 seconds or 20 seconds.

Note: At the default 1-ring setting, your MFP machine answers calls immediately, and you won't hear any ring. If you need to hear the ring, change this to one of the other settings

12 DISTINCTIVE RING: Distinctive ringing is a service offered by some telephone carriers that allow you to have different numbers on one line, each with its own distinctive ring. In this way, when you get an incoming call, you can identify what number is being called by the ring pattern. (Your local telephone carrier can provide you with more information about this service. The service is usually offered as a monthly charge to your normal phone bill.) To use this function, refer to Setting Your MFP Machine's Distinctive Ring in this section.

13 PAPER SIZE: This function allows you to tell your MFP machine what size paper you are using in the paper tray. Available settings are A4, letter, legal 13, legal 14, executive, A5, A6, and JIS B5.

When using the MFP machine as a PC printer, you can load executive, A5, A6 and JIS B5 size paper into the paper tray. Be sure to reset the machine to a standard paper size when you are finished printing.

Incoming faxes received while the additional paper sizes are active are stored in memory and not printed. *Also, power outage reports do not print. Power outage reports are the only notification that power to the MFP machine has been disrupted.*

14 USER LANGUAGE: This function allows you to switch between the two languages programmed into your MFP machine.

15 INCOMING RING: This function controls the telephone ringing sound your MFP machine makes when a call comes in. When this function is set to off, your MFP machine does not ring during incoming calls. When set to on, your MFP machine only rings when set to manual receive mode or RING RESPONSE is set to 5-20 seconds (except 1 ring). When set to DRC, your MFP machine rings for each incoming call with the same tone even if you have used function setting 12 to turn the DISTINCTIVE RING on. Available settings are on, off and DRC.

16 REMOTE RECEIVE: This function allows you to tell your MFP machine to switch from telephone to fax mode to receive an incoming fax. To use this function, use the keypad of the optional handset or of an external telephone to enter the remote receive number you have programmed into your MFP machine. Available settings are off, 00, 11, 22, 33, 44, 55, 66, 77, 88, 99, ** AND ##.

17 MEM./FEEDER SW.: This function controls how your MFP machine normally transmits fax messages (by scanning the document into memory first, or by transmitting directly from the document feeder). Available settings are memory and feeder.

Note: See Function Setting 25, Instant Dial.

18 POWER SAVE MODE: Not used.

19 ECM FUNCTION: The error correction mode function helps your MFP machine to improve communication in areas where telephone line conditions are poor. Available settings are on and off.

20 REMOTE DIAGNOSIS: The remote diagnostics feature allows a service person to remotely dial and service your MFP machine. Available settings are on and off.

21 PC/FAX SWITCH: If this function is set to on, your MFP machine automatically transfers received faxes directly to the PC (and does not receive and print them itself). However, if you are experiencing a problem with your PC, you can tell your MFP machine to receive and print faxes locally by setting this function to off. Available settings are on and off.

22 NO TONER MEM RX: With this function turned on, your MFP machine automatically receives and stores messages in its memory when it is low on toner. When turned off, messages print even if toner is low or empty. Available settings are on and off.

23 MEM FULL SAVE: With "Broadcast Transmission" and other functions, "call origination" starts after an entire document is read into memory. If during this process, memory becomes full and an "operator time out" seems likely, a message to that effect is shown in the Display Panel if this MEM full save function is on. If it is off, data that could not be read into memory is automatically deleted. Available settings are on and off.

24 CONTINUOUS TONE: With this function on, you can choose whether to have a warning tone sound when receiving a transmission. Pressing the STOP key turns off the tone. Set this function to off for no warning sound. Available settings are on and off.

25 INSTANT DIAL: Set this function to start reading documents upon "call origination" when transmitting. Available settings are on and off.

Broadcast mode:

- *Memory available*: all the documents are read into the memory before call origination.
- *Memory full*: reading is impossible.

25 Instant Dial = ON:

- *Memory available*: document reading starts upon call origination.
- *Memory full—Feeder transmission*: starts reading document when receiving the CFR signal of the remote machines after call origination.

25 Instant Dial = OFF, 17 Mem./Feeder SW = MEMORY:

- *Memory Available:* call origination after all documents are read into memory.
- *Memory Full—Feeder transmission*: starts reading document when receiving the CFR signal of the remote machines after call origination.

<u>25 Instant Dial = OFF, 17 Mem./Feeder SW = FEEDER:</u>

• *Memory Available—Feeder transmission*: starts reading document when receiving the CFR signal of the remote machines after call origination.

• *Memory Full—Feeder transmission*: starts reading document when receiving the CFR signal of the remote machines after call origination.

26 RESTRICT ACCESS: Select whether or not you want restricted access. Turning on this function renders your restricted ID registration active. Available settings are on and off.

Important!   You cannot generate a report listing the Restrict Access IDs. Be sure to record all Restrict Access IDs. If you forget a Restrict Access ID, you must contact an Authorized Service Dealer for assistance.

27 WIDTH REDUCTION: Turning this function on enables you to print received data at a slightly reduced width.

28 TONER SAVE: This function allows you to select whether to use toner saving during facsimile printing. The settings are on and off.

29 CNG COUNT: This function allows you to switch to a facsimile reception mode at a certain CNG signal quantity (1-5) when the unit is operating in T/F, TAD and as a parallel telephone.

Changing Your User Function Settings

| SELECT FUNCTION | + | 9/SPACE / USER PROG. | + | ◄ YES | ➡ | FUNCTION NO.[_]
ENTER 01-34 |

1 Press the SELECT FUNCTION key.

2 Press the 9/USER PROG. One-Touch key. The display shows 1:FUNC. PROGRAMMING.

3 Press ◄ YES . The display shows FUNCTION NO. [ ].

4 Using the numeric keypad, enter the 2-digit number of the function you want to change. This display shows the name of the selected function.

5 Repeatedly press NO ► until the setting you want appears in the display.

   Tip: If you are changing your MFP machine's TX MODE DEFAULT settings, the new settings appears on the LEDs above the Transmit Resolution/ ◄ YES and the Type of Original/ NO ►

6 Press ◄ YES to confirm your selection. The name of the next function setting appears in the display.

7 Press the SELECT FUNCTION key to finish.

Setting Your MFP Machine's Distinctive Ring

To use Distinctive Ring:

• You must have your local telephone carrier's Distinctive Ring service.

• Your unit must be in FAX or PC answer mode, and the PBX dial parameter must be set to off. Other modes—TEL, TEL/FAX, or TAD—override Distinctive Ring.

• You must have a genuine OKI optional handset connected to your unit. This feature may not work properly if you have a telephone other than a genuine Oki optional handset connected to your MFP machine.
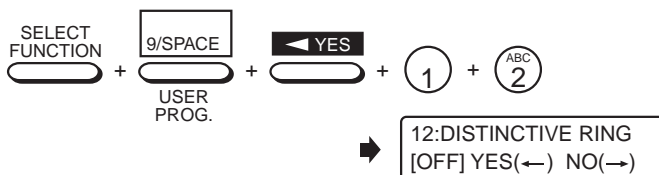
SELECT FUNCTION + 9/SPACE / USER PROG. + ◄ YES + (1) + (ABC 2)

➡ 12:DISTINCTIVE RING
[OFF] YES(←) NO(→)

1 Press the SELECT FUNCTION key.

2 Press the 9/USER PROG. One-Touch key. The display shows 1:FUNC. PROGRAMMING.

3 Press ◄ YES . The display shows FUNCTION NO. [ ].

4 Using the numeric keypad, enter 12. The display shows DISTINC-TIVE RING, [OFF].

5 Press NO ► . The display changes to DISTINCTIVE RING, [ON].

6 Press ◄ YES . The display changes to SETUP FAX RING, CALL FAX NUMBER NOW.

7 Using a separate telephone line, immediately dial the number assigned to the fax machine (you must do this within 90 seconds). When your MFP machine begins to ring, it automatically detects and remembers its assigned ring pattern. When it has finished program-ming its ring pattern, the display shows RESULT=OK.

   Tip: Occasionally, your MFP machine may not be able to detect its ring pattern on the first try. If this happens, the display shows RESULT=NG. Follow the instructions again from Step 6.

8 Press ◄ YES to confirm your selection.

9 Press the SELECT FUNCTION key to finish.

Personal Box Programming (Polling)

SELECT FUNCTION + 9/SPACE USER PROG. + JKL 5 ➡ 5:PERSONAL BOX PRG. YES(←) NO (→ /1-8)

1 Press the SELECT FUNCTION key.

2 Press the 9/USER PROG. One-Touch key. The display shows 1: FUNC. PROGRAMMING.

3 On the numeric keypad, press 5. The display shows 5: PERSONAL BOX PRG.

4 Press ◄ YES . The display shows PERSONAL BOX NO. [ ].

5 On the numeric keypad, enter a personal box number (from 1 ~ 8).

6 Press ◄ YES . The display shows PERSONAL BOX [CLOSE].

7 Press NO ► . The display switches between [CONF], [POLL], [CLOSE] in that order.

8 When the display shows [POLL], press ◄ YES . This sets up your personal box number for Polling.

Personal Box Programming (Confidential)

SELECT FUNCTION + 9/SPACE USER PROG. + ⑤ JKL ➡ 5:PERSONAL BOX PRG.
YES(←) NO (→ /1-8)

1 Press the SELECT FUNCTION key.

2 Press the 9/USER PROG. One-Touch key. The display shows 1: FUNC. PROGRAMMING.

3 On the numeric keypad, press 5. The display shows 5: PERSONAL BOX PRG.

4 Press ◄ YES . The display shows PERSONAL BOX NO.[ ].

5 On the numeric keypad, enter your personal box number (from 1 ~ 8).

6 Press ◄ YES . The display shows PERSONAL BOX [CLOSE].

7 Press NO ► . The display switches between [CONF], [POLL], [CLOSE] in that order.

8 When the display shows [CONF], press ◄ YES . The display then shows PRG. PASSWORD[ ].

9 On the numeric keypad, enter a four-digit password.

10 Press ◄ YES to set up your confidential use personal box.

Tip: Make sure to keep a record of your registered password so as not to forget it.

Personal Box Programming (Close)

SELECT FUNCTION + 9/SPACE USER PROG. + ⑤ JKL ➡ 5:PERSONAL BOX PRG.
YES(←) NO (→ /1-8)

1 Press the SELECT FUNCTION key.

2 Press the 9/USER PROG. One-Touch key. The display shows 1:FUNC. PROGRAMMING.

3 On the numeric keypad, press 5. The display shows 5: PERSONAL BOX PRG.

4 Press ◄ YES . The display shows PERSONAL BOX NO.[ ].

5 On the numeric keypad, enter your personal box number (from 1 ~ 8).

6 Press ◄ YES . The display shows PERSONAL BOX [CONF].

7 Press NO ► . The display switches between [CONF], [POLL], [CLOSE] in that order.

8 When the display shows [CLOSE], press ◄ YES . The display then asks DELETE PERSONAL BOX?

9 Press ◄ YES to delete (close) your Personal Box.

Forward No. Programming

SELECT FUNCTION ⊂⊃ + 9/SPACE ⊂⊃ USER PROG. + MNO ⑥ ➡ 6:FORWARD NO.PRG. YES(←) NO (→ /1-8)

1 Press the SELECT FUNCTION key.

2 Press the 9/USER PROG. One-Touch key. The display shows 1: FUNC. PROGRAMMING.

3 On the numeric keypad, press 6. The display shows 6: FORWARD NO. PRG.

4 Press ◄ YES . NO = (FORWARDING NO.) displays.

5 Enter the number and press START, then press SELECT FUNC-TION.

Memory Password Programming (Register)

SELECT FUNCTION ⊂⊃ + 9/SPACE ⊂⊃ USER PROG. + PQRS ⑦ ➡ 7:MEM PASSWORD PRG. YES(←) NO (→ /1-8)

1 Press the SELECT FUNCTION key.

2 Press the 9/USER PROG. One-Touch key. The display shows 1: FUNC. PROGRAMMING.

3 On the numeric keypad, press 7. The display shows 7: MEM PASSWORD PRG.

4 Press ◄ YES . The display shows PRG PASSWORD [ ].

5 On the numeric keypad, enter a four-digit password.

6 Press ◄ YES to register your Memory Password.

Tip: Make sure to keep a record of your registered password so as not to forget it.

Memory Password Programming (Delete)

SELECT FUNCTION + 9/SPACE USER PROG. + (7 PQRS) ➡ 7:MEM PASSWORD PRG.
YES(←) NO (→ /1-8)

1 Press the SELECT FUNCTION key.

2 Press the 9/USER PROG. One-Touch key. The display shows 1: FUNC. PROGRAMMING.

3 On the numeric keypad, press 7. The display shows 7: MEM PASSWORD PRG.

4 Press ◄ YES . The display shows PRG. PASSWORD [xxxx].

5 Enter in a one-digit space. The display asks DELETE PASS-WORD?

6 Press ◄ YES to delete your Memory Reception mode password.

Dial Parameter Settings

These functions allow you to control the way your MFP machine dials telephone numbers. Refer to the Dial Parameter Settings List to deter-mine which settings you may need to change, then refer to Changing Your Dial Parameter Settings to make the change.

Tip: Some settings are not available in some countries. If you have trouble accessing a dial parameter setting listed here, contact your dealer for assistance.

Dial Parameter Settings List

REDIAL TRIES: This function controls how many times your MFP machine automatically redials a number which is busy or which does not answer. Available settings are from 0 to 10 tries.

REDIAL INTERVAL: Controls how long your MFP machine waits between each automatic redial attempt. Available settings are from 1 to 6 minutes.

DIAL TONE DETECT: This function allows your MFP machine to wait for and detect a dial tone before proceeding with dialing. Available settings are on and off.

BUSY TONE DETECT: This function allows your MFP machine to detect a busy tone when sending a fax. Available settings are on and off.

MF(TONE)/DP(PULSE): This function controls what method your MFP machine uses for dialing. Two dialing methods are in common use. DP, or dial pulse dialing, uses monotone pulses to dial a number (like a rotary telephone). MF, or multi-frequency dialing (touch-tone), uses different tones to dial a number. Available settings are MF and DP.

PULSE DIAL RATE: If your MFP machine is set to pulse dialing, this function controls how quickly your MFP machine sends out dialing pulses (the dial pulse rate varies in different countries). Available settings are 10 pps, 16 pps and 20 pps.

PULSE MAKE RATIO: Available settings are 33%, 39% and 40%.

PULSE DIAL TYPE: If your MFP machine is set to pulse dialing, this function controls the type of pulse dialing used (different types of pulse dialing are used in different countries). Available settings are N, 10-N and N+1.

MF(TONE) DURATION: If your MFP machine is set to tone dialing, this function controls the duration of the tones used for dialing (the tone duration varies in different countries). Available settings are 75 ms, 85 ms, and 100 ms.

PBX LINE: Turn this function on if your MFP machine is connected to a PBX. Once this function has been turned on and the access digit function has been programmed, your MFP machine recognizes the access digit you use in your PBX to get an outside line. After it dials your access digit, your MFP machine pauses to wait for an outside line before dialing the rest of the telephone number. Available settings are on and off. See Connecting to a PBX in the Installation section for instructions on changing this setting.

FLASH/EARTH/NORMAL: If your MFP machine is connected to a PBX, this function tells your MFP machine about the type of PBX line your MFP machine is connected to. Available settings are normal (N), flash (F) and earth (E).

AUTO START: When this function is turned on, your MFP machine automatically begins dialing as soon as you have selected a location by pressing a One-Touch key or entering an Auto Dial code. You do not have to press START. Available settings are on and off.

DIAL PREFIX: If your MFP machine is connected to a PBX, use this function to tell your MFP machine what access number is used to obtain an outside line from your PBX. You can enter up to 4 digits. See Connecting to a PBX in the Installation section for instructions on changing this setting.

Changing Your Dial Parameter Settings

1 Press the SELECT FUNCTION key.

2 Press the 9/USER PROG. One-Touch key.

3 On the numeric keypad, press 2. The display shows 2:DIAL PARAMETER.

4 Press ◄ YES until the display shows the dial parameter you want to change.

5 Repeatedly press NO ► until the setting you want appears in the display.

6 Press ◄ YES to confirm your selection. The name of the next dial parameter setting appears in the display.

7 Press the SELECT FUNCTION key to finish.

Service Function Settings

Service function settings in many cases greatly change the way your MFP machine operates. To change any of these settings, contact your dealer.

Service Function Settings List

LONG DOC. TX: Normally, your MFP machine does not scan documents longer than 360 mm. When this function is on, your MFP machine scans and transmits documents of any length for up to one hour.

MDY/DMY: This function controls how your MFP machine displays and prints the date (month/day/year or day/month/year).

TIME/DATE PRINT: This function controls how the time and date are printed on the fax messages, which you receive. Your MFP machine can be set to not print the time and date, to print it at the top the first page only, or to print it at the top of every page.

TSI PRINT: When this function is on, the telephone number of the fax machine sending you a fax message is printed at the top of each page of the message.

User Functions

STANDBY MODE
      (FUNCTION)
SELECT FUNCTION
      One-Touch key 1: DELAYED TX
      One-Touch key 2: PRINT OPERATION
            PRINT MEMORY MSG.
            PRINT PERSONAL BOX
      One-Touch key 3: CONFIDENTIAL TX
      One-Touch key 4: RELAY INITIATE-TX
      One-Touch key 5: POLLING TX/RX
      One-Touch key 6: REPORT PRINT
            1: ACTIVITY REPORT
            2: BROADCAST MCF.
            3: ACTIVE MEM. FILES
            4: PHONE DIRECTORY
            5: CONFIGURATION
            6: PROTOCOL DUMP
      One-Touch key 7: COUNTER DISP (CLEAR)
            DRUM COUNTER CLEAR
            TONER COUNTER CLEAR
            PRINT COUNTER
            SCAN COUNTER
      One-Touch key 8: LOCATION PROGRAM
            ONE-TOUCH KEY PRG.
      AUTO DIAL key
      # key (GROUP SETTING)

One-Touch key 9: USER PROGRAMMING
    (1) FUNC. PROGRAMMING
        01: MCF (SINGLE-LOC.)
        02: MCF (MULTI-LOC.)
        03: ERR. PERORT (MCF)
        04: IMAGE IN MCF.
        05: SENDER ID
        06: MONITOR VOLUME
        07: BUZZER VOLUME
        08: CLOSED NETWORK
        09: TX MODE DEFAULT
        10: T/F TIMER PRG.
        11: RING RESPONSE
        12: DISTINCTIVE RING
        13: PAPER SIZE
        14: USER LANGUAGE
        15: INCOMING RING
        16: REMOTE RECEIVE
        17: MEM/FEEDER SW
        18: NOT USED
        19: ECM FUNCTION
        20: REMOTE DIAGNOSIS
        21: PC/FAX SWITCH
        22: NO TONER MEM RX
        23: MEM FULL SAVE
        24: CONTINUOUS TONE
        25: INSTANT DIALING
        26: RESTRICT ACCESS
        27: WIDTH REDUCTION
        28: TONER SAVE
        29: CNG COUNT
        30: NOT USED
        31: NOT USED
        32: NOT USED
        33: NOT USED
        34: NOT USED

2 key: DIAL PARAMETER
>   REDIAL TRIES
>   REDIAL INTERVAL
>   DIAL TONE DETECT
>   BUSY TONE DETECT
>   MF (TONE)/DP (Pulse)
>   PULSE DIAL RATE
>   PULSE MAKE RATIO
>   PULSE DIAL TYPE
>   MF (TONE) DURATION
>   PBX LINE
>   FLASH/EARTH/NORMAL
>   AUTO START
>   DIAL PREFIX

3 key: CLOCK ADJUSTMENT

4 key: SYSTEM DATA PRG.
>   TSI/CSI
>   SENDER ID
>   CALL BACK NO.

5 key: PERSONAL BOX PRG.

6 key: FORWARDING NO. PRG.

7 key: MEM. PASSWORD PRG.

One-Touch key 10: PRINTER CLEANING

Reports

Understanding Reports

Your MFP machine provides a variety of useful reports, which help you understand your MFP machine's current settings, programming and operations. Refer to the reports listing below to determine which reports you may want to print, then refer to Printing Reports for instructions on printing a report.

Active Memory Files Report

The active memory files report provides a list of all messages stored in your MFP machine's memory, either documents waiting for transmission or documents, which have been received and not yet printed. Information provided on this report includes:

RECEPTION: prints out memory reception information. ENTRIES lists the number of received messages stored up in your facsimile unit's memory. PAGES lists the total number of pages received.

PERSONAL BOX: prints out set up status of your Personal Boxes (Confidential, Bulletin Polling). MODE describes the Box types. ENTRIES lists the number of received messages stored up in each Box. PAGES lists the total number of pages in each Box.

POLLING TX / RX: prints out information on polling reception and Polling transmission not using a Box. Polling transmissions are indicated in the mode column along with scanned number of pages (empty for Feeder Polling Transmission). Polling Reception lists the date & time of reception, the sender and the transmission mode.

TRANSMISSION: prints out information on Delayed Fax and Redialing Wait transmissions. (However, Polling reception information are listed in the above POLLING TX / RX).

Transmission date & time, receivers and transmission modes are listed.

- This report does not print if there is no message stored in memory.

Activity Report

The activity report provides a record of your MFP machine's communications. Information provided on this report includes:

- The total amount of time your MFP machine spent sending faxes and the total amount of time spent receiving faxes.
- The date, time and duration (S,R-TIME) of each transmission or reception.
- The name or telephone number of the fax machine you were com municating with (DISTANT STATION ID). If you were sending a fax, the telephone number or the Location ID prints. If you were receiving a fax, the remote fax machine's Personal ID or its telephone number prints.
- The communication mode used for each transmission or reception.
- The number of pages sent or received.
- The result of each communication.
- Service codes.
  Tip: This report does not contain the results of messages, which were received without errors.

Confidential Reception Report

This report is automatically printed each time your MFP machine receives a confidential message into a mailbox. Information in this report includes.

- The date the message was received.
- The total amount of time your MFP machine spent receiving the message (S,R-TIME).
- The Location ID or telephone number of the fax machine you were communicating with (DISTANT STATION ID).
- The number of the mail box into which the message was received.
- The number of pages received.
- The result of the communication.
- Service codes.

Broadcast Confirmation Report

Use this report to confirm the results of a multiple-location transmission (or broadcast). Information provided on this report includes:

- The date and time at which the broadcast started.
- The total amount of time used to complete the broadcast.
- For each location, the Location ID, the number of pages sent and the result of the communication.

Broadcast Entry Report

Each time you program a multiple-location transmission (or broadcast), your MFP machine gives you the option of printing this report to confirm your entries. Information in this report includes:

- The Location ID of the One-Touch keys and Auto Dial codes you have selected.
- Telephone numbers you have manually entered using the numeric keypad.

Message Confirmation Report

This report provides information about your last single-location fax transmission or polling transmission. Information in this report includes:

- The date of the communication.
- The total amount of time your MFP machine spent sending or receiviing (S,R-TIME).
- The Location ID or telephone number of the fax machine you were communicating with (DISTANT STATION ID).
- The communication mode used.
- The number of pages sent or received.
- The result of the communication.
- Service codes.
- If any error occurred during the communication, a portion of the page which experienced a problem prints after the report.

Configuration Report

The configuration report provides a list of the current operational settings of your fax machine. The information includes:

- The current settings of all your MFP machine's user functions.
- The Sender ID (ID=), TSI/CSI (TEL NO.), and call back number currently programmed into your MFP machine.
- Your MFP machine's current dial parameter settings.

Telephone Directory

This report provides a complete listing of all of the telephone numbers programmed into your MFP machine's One-Touch keys, Auto Dial codes and groups. The information includes:

- The Location ID and main fax number for each One-Touch key and Auto Dial code.
- The alternate number (OR) for each One-Touch key.
- The One-Touch Parameter settings for each One-Touch key (PRM. ECHO).
- A listing of all of the One-Touch keys and Auto Dial codes included in each group.

Power Outage Report

If power is interrupted to your MFP machine, then the power failure may have interfered with delayed transmissions, messages received into memory or other communications. In this case, your MFP machine automatically prints a power off report to alert you.

Protocol Dump

In the event of obstructions to transmission, the following report prints. This report can be helpful in analyzing the cause of the obstruction. Send this report to the dealer or service center if so requested.

Printing Reports

Printing a Message Confirmation Report

After transmission, press the COPY key once (with no documents loaded) to see a report confirming your transmission on your MFP machine's display.

To print the report, press the COPY key a second time.

Printing Other Reports
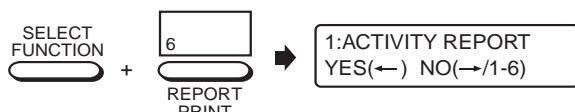
SELECT FUNCTION + 6 / REPORT PRINT → 1:ACTIVITY REPORT YES(←) NO(→/1-6)

1 Press the SELECT FUNCTION key.

2 Press the 6/REPORT PRINT One-Touch key. The display shows 1:ACTIVITY REPORT.

3 Press `NO ▶` repeatedly until the report you want to print appears on the display.

4 Press `◀ YES` . The report begins printing.

Codes Used in Reports

Result Codes

Result codes indicate the results of communications.

Code	Description
BUSY	The other machine's line was busy or there was no answer.
CANCL	A message was erased after being held in memory for 10 days.
COMP.	A multiple-location transmission was completed.
COVER	The fax machine's cover was opened during the communication.
NO	The transmission or reception failed due to a communication error.
OK	The communication was completed successfully.
PUNIT	This error code indicates a problem with the printing unit. Contact your service person.
R_JAM	A paper jam occurred in your MFP machine while it was receiving a fax, and your fax machine was nable to receive the entire message in memory.
S_JAM	A document jam occurred in the sending fax machine.
STOP	The STOP key was pressed, ending the communication session.

Communication Codes

Communication codes indicate the communication mode was used for a communication.

Code	Description
TX	A communication initiated by your fax machine.
RX	A communication initiated by a remote fax machine.
POLL RX	Polling Reception
POLL TX	Polling Transmission
POLL=**	Bulletin Polling Transmission (** is the Box No.)
CONF=**	Confidential Reception (**is the Box No.)
FWD-T	Forwarding Transmission
FWD-R	Forwarding Reception
B.C.	Broadcast Transmission

Problem Solving

Clearing a Document Jam

When a document jam occurs, your MFP machine beeps and an error message appears in the display. If the jammed document looks like it is positioned straight in your feeder, press the STOP key to try to feed the document the rest of the way through the feeder. If this fails, follow the instructions below.

1 Grasp the control panel. Pull up and toward you until it releases. Swing the control panel up and out of the way.
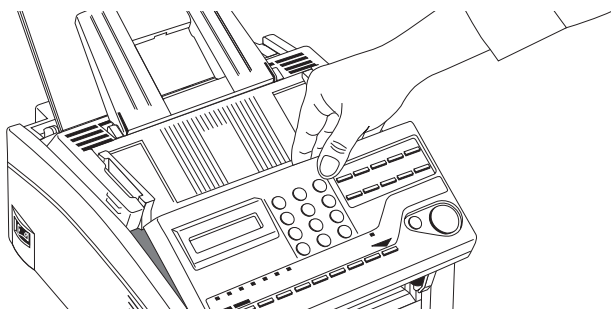
2 Pull out the jammed document.
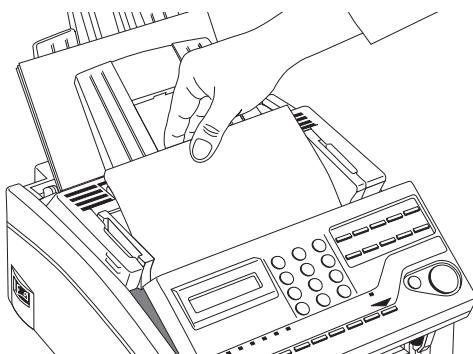
3 Push the control panel back down until it locks.
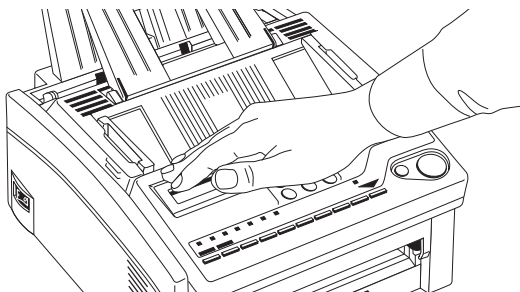
Clearing a Printing Paper Jam

If your MFP machine displays PAPER JAM or PAPER OUT/JAM when the paper tray still contains paper, there may be one or more sheets of paper jammed in the machine. To clear a paper jam, follow the instructions below.

Tip: If you are experiencing many paper jams, it may be due to the type of paper you are using. For best results, select a paper, which has been developed specifically for photocopying or laser printing. Be sure to fan the paper before loading it into your paper tray.

CAUTION: If you open the top cover, you will see a label that reads: (CAUTION-HOT). ***This portion is extremely hot and must not be touched under any circumstances.***

***1*** Lift the MFP machine's top cover and swing it out of the way.
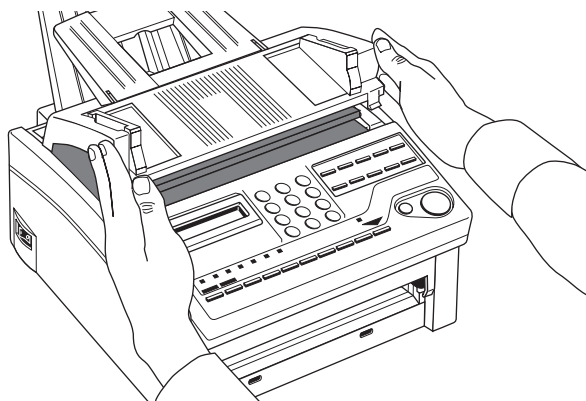
2 Grasp the control panel. Pull upward and toward you until it releases. Swing the control panel up and out of the way.
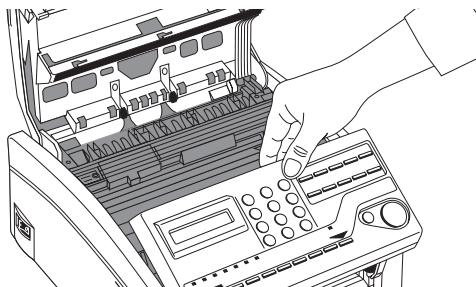
3 Lift the image drum unit out and set it aside. Keep it out of direct sunlight. Do not touch the green surface of the drum.
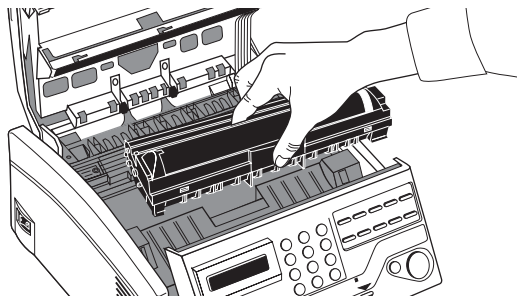
4 Pull out any paper you see jammed inside the machine.
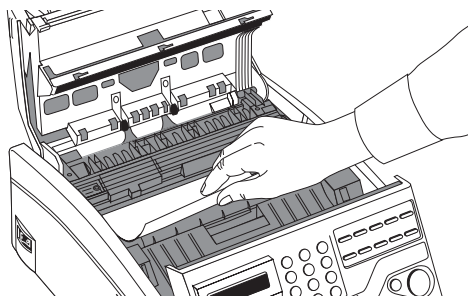
5 Place the image drum unit back into your MFP machine. Ensure that the tabs on both sides of the image drum are inserted correctly as shown below. Then press down firmly on both ends of the image drum until it snaps into place.
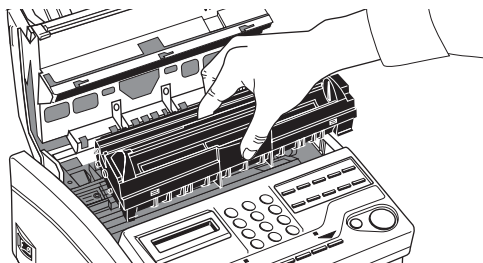
Warning: ***Never expose the image drum unit to light for more than 5 minutes. Never expose the image drum unit to direct sunlight. Always hold the image drum unit by the ends. Never touch the surface of the green drum inside the image drum unit.***

6 Close the MFP machine's top cover.
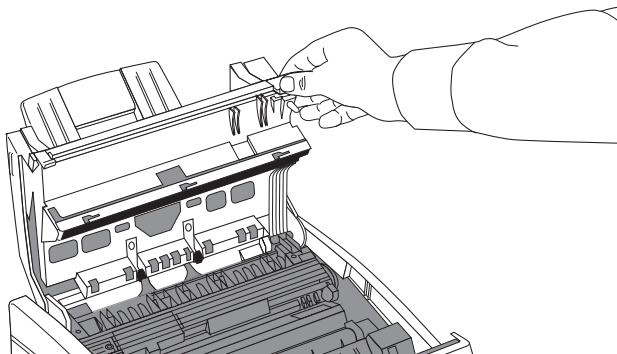
7 Close the MFP machine's control panel. Press down until it snaps into place.
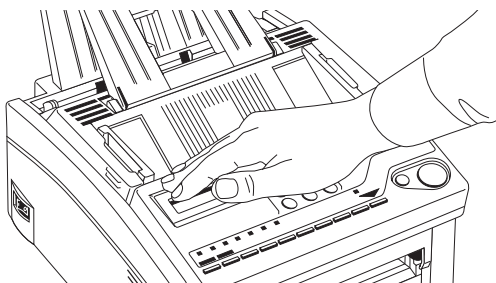
8 Pull the paper out of the paper tray. If any of the paper is damaged, remove and replace it.
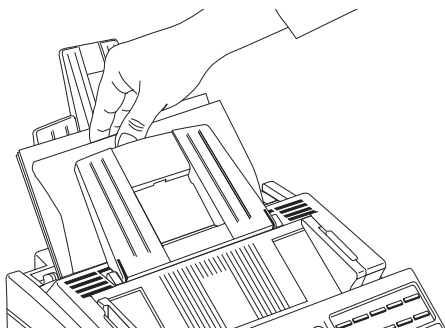
9 Reload the paper into the paper tray.
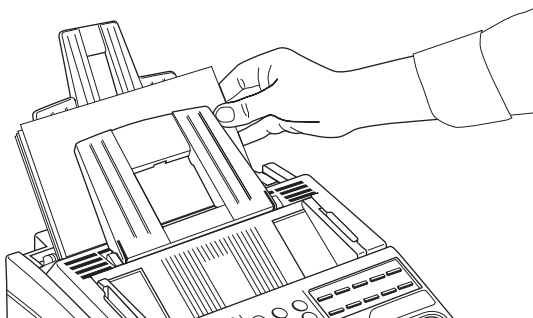
Replacing the Toner Cartridge (OKI P/N 52111701)

The number of pages you can print with one toner cartridge varies depending on the type of documents you usually receive or copy. A toner cartridge will print about 1,875 pages/A4 size of standard business communications at a typical print coverage of 4% (equivalent of ITU-T No. 1 test chart). The first toner cartridge installed in a new image drum unit will have a decreased yield because the image drum unit itself has to be filled.

If your MFP machine displays REPLACE TONER CART., replace the toner cartridge with a new one. However, if the print density is high enough, you can continue to use the toner cartridge without replacing it until the print density becomes too low. If the print density becomes low even before your MFP machine displays REPLACE TONER CART., gently wipe the lens surface of the LED array (see Step 6).

If the print density does not improve, replace the toner cartridge. When your MFP machine's display shows CHANGE DRUM, replace the image drum unit.

Warning: ***Be careful when handling the toner cartridge. Do not let toner spill on your clothing or other porous materials. See the Safety section at the beginning of this manual.***

CAUTION: If you open the top cover, you will see a label that reads: (CAUTION-HOT). ***This portion is extremely hot and must not be touched under any circumstances.***

   1 Lift the MFP machine's top cover into an upright position.
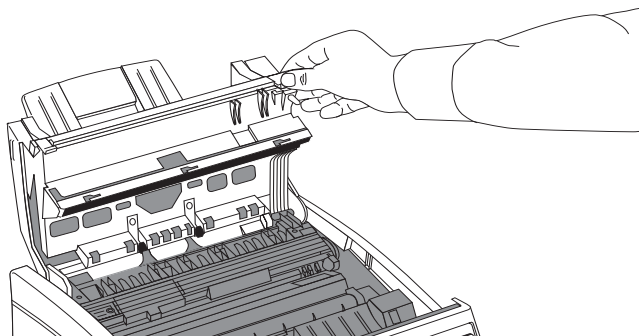
2 Grasp the control panel. Pull upward and toward you until it releases. Swing the control panel up and out of the way.
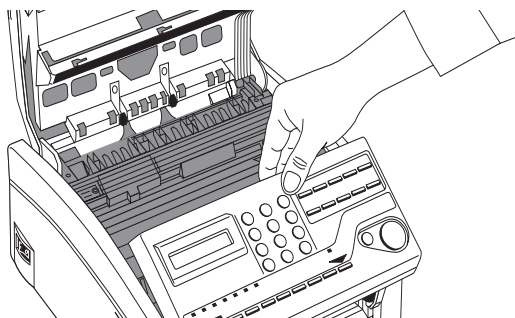
3 Pull the gray lever on the old toner cartridge all the way toward you. Carefully pull the old toner cartridge out of the image drum unit. Dispose of it in the plastic bag you received with your new toner cartridge.
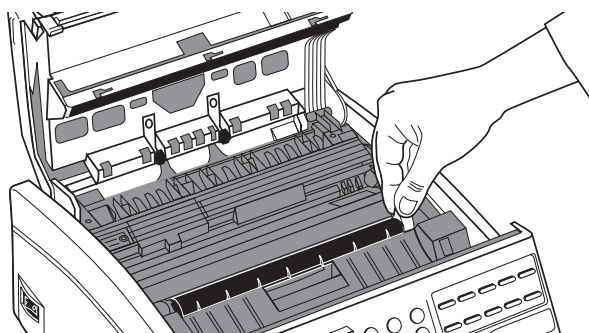
4 Remove the new toner cartridge from its package and gently shake it from side to side to distribute the toner. Then carefully peel the white plastic tape from the bottom of the toner cartridge.
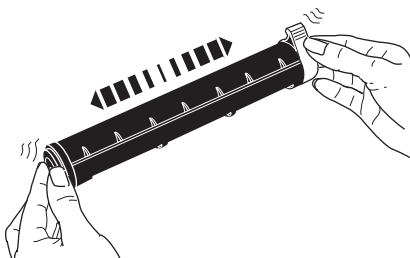
5 With the ridged side facing up and the gray lever on your right, insert the toner cartridge into the image drum unit. Slide the left end of the cartridge in first, then lower the right end into place.

Warning: Be careful not to insert the toner cartridge backwards into the image drum unit.
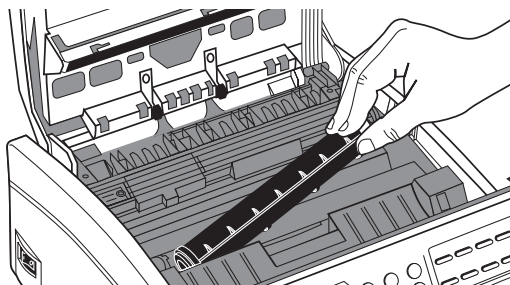
6 Once the toner cartridge is in place, push the gray lever all the way forward to secure it and release the toner.
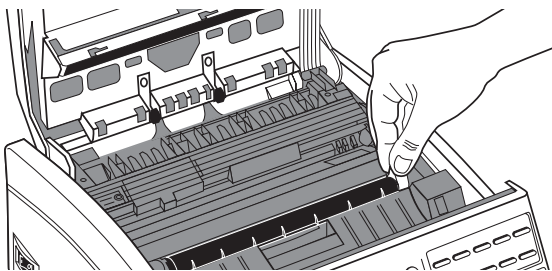
7 Using the cleaning wipe provided in the package with your new toner cartridge, gently wipe back and forth across the full length of your fax machine's LED array.
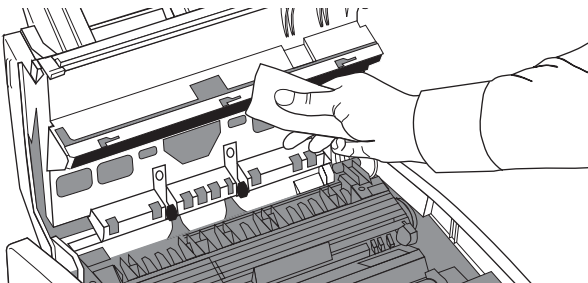
8 Close the MFP machine's top cover.
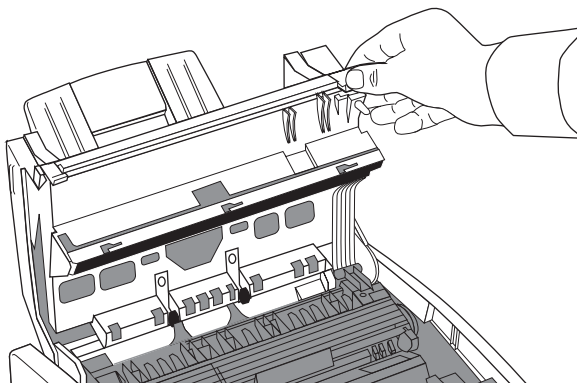
9 Close the MFP machine's control panel. Press down until it snaps into place.
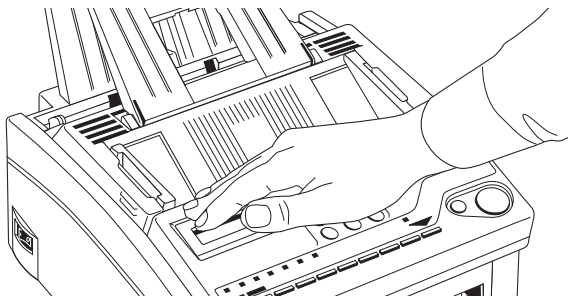
Warning: **Please abide by the disposal laws of your country when discarding used toner cartridges.**

Replacing the Image Drum Unit (OKI P/N 40709901)

If the faxes you receive are light or have vertical streaks in them and you are not out of toner, or if your MFP machine displays a CHANGE DRUM message, your MFP machine needs a new image drum unit. Contact your dealer to order one.

The life of an image drum depends on a number of factors, including temperature and humidity, the type of paper you use, and the number of pages per job. The image drum cartridge should last about 10,000 pages for continuous printing, up to 8,000 pages at 3 pages per job, and about 4,500 pages at 1 page per job.

Warning: ***Never expose the image drum unit to light for more than 5 minutes. Never expose the image drum unit to direct sunlight. Always hold the image drum unit by the ends. Never touch the surface of the green drum inside the image drum unit.***

CAUTION: If you open the top cover, you will see a label that reads: (CAUTION-HOT). ***This portion is extremely hot and must not be touched under any circumstances.***

1 Lift the MFP machine's top cover and swing it out of the way.
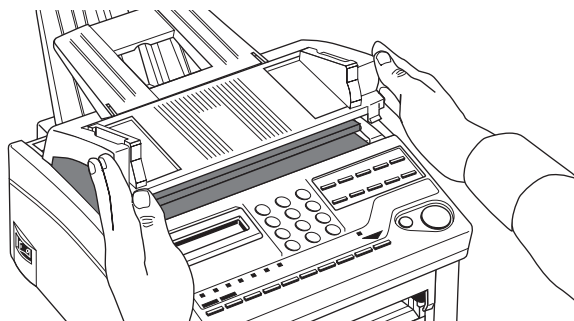
2 Grasp the control panel. Pull upward and toward you until it releases. Swing the control panel up and out of the way.
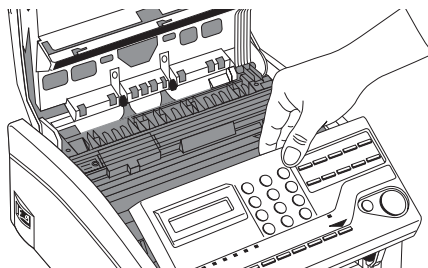
3 Remove the old image drum unit (with its toner cartridge), wrap it in the packaging materials from your new image drum unit, and throw it away.
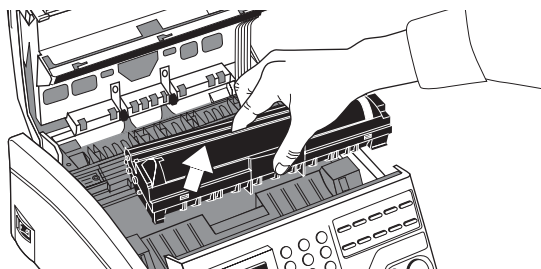

4 Insert the new image drum unit into your MFP machine.
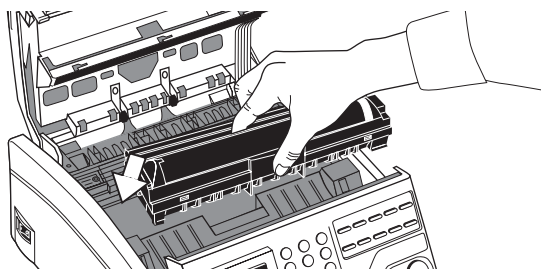
Warning: **Never expose the image drum unit to light for more than 5 minutes. Never expose the image drum unit to direct sunlight. Always hold the image drum unit by the ends. Never touch the surface of the green drum inside the image drum unit.**

5 Ensure that the tabs on both sides of the image drum are inserted correctly as shown below. Then press down firmly on both ends of the image drum until it snaps into place.
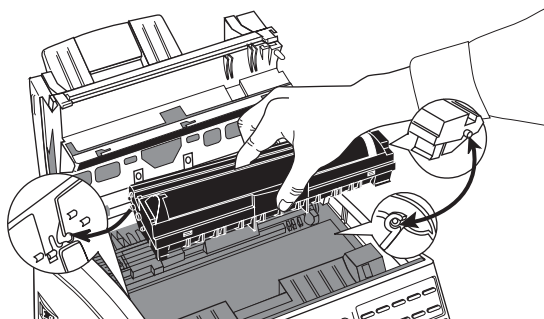
6 Install a new toner cartridge. Follow Steps 3-7 in "Replacing the Toner Cartridge" in this section.

7 Wait until the time, date and answering mode appear on the dis play. Then press the SELECT FUNCTION key.

8 Press the 7/COUNTER DISPLAY One-Touch key. The display will show DRUM COUNT.

9 Press ◄ YES to clear the image drum unit counter.

10 Press the SELECT FUNCTION key to finish.

Warning: ***Please abide by the disposal laws of your country when discarding used Image Drum Units.***

Shipping the MFP Machine

When shipping the MFP machine once it is in use, please follow the re-packaging procedure below:

1 Remove the image drum unit with toner cartridge from the MFP machine.

2 Place the image drum unit with toner cartridge still attached into a polyethylene plastic bag (black) and store it in a cool place away from direct sunlight.

3 Re-package the MFP machine with the image drum unit removed.

Warning: ***Do NOT ship the MFP machine with the image drum unit installed unless it has never been used.***

Reading Your Print Counters

Your MFP machine's print counters count the number of pages your MFP machine has printed or scanned in its lifetime. If you are experiencing a problem, a service person may ask you to check these counters.

Tip: If your MFP machine's image drum unit has reached the end of its life, you will also use this function to reset the drum counter. Refer to Replacing the Image Drum Unit in this chapter for more information.

1. Press the SELECT FUNCTION key.

2. Press the 7/COUNTER DISPLAY One-Touch key. The display shows your print unit counter.

3. Press NO ▶ . The display shows the scanning unit counter.

4. Press the SELECT FUNCTION key to finish.

Problem Checklist

Your MFP machine is a complex machine with many features and functions, which allow it to operate in different ways. Many problems you experience may be due to improper programming. If you are experiencing a problem, read through the list of problems and solutions before calling your dealer.

The display is blank. Check the power cord to make sure that it is firmly plugged in. Check your wall outlet to make sure that it has power.

Nothing happens when you press the control panel keys. Turn the MFP machine off, wait 10 seconds, then turn it on again.

The display tells you to replace paper even though there is paper in the paper tray. Make sure that the paper is firmly stacked in the tray. Check for a paper jam in the MFP machine.

Your documents jam. Check the document for wrinkles, tears or other damage. Make sure there are no staples or paper clips and that the paper is clean and dry. Make sure the document is not wider than your MFP machine can load. Try making a copy of the document on a photocopier and faxing the copy.

Your MFP machine won't dial. Check the power cord and wall outlet. Make sure that your telephone line (not your external telephone or handset) is connected to the LINE outlet on the back of your MFP machine. If you have an external telephone connected, lift the handset and check for a dial tone. If you do not hear one, there may be a problem with your telephone line. If you do hear a dial tone, your MFP machine may be using the wrong dialing method (pulse or tone) for your area. If you hear changing tones instead of dialing pulses and you know that your area uses pulse dialing, refer to the MF(TONE)/DP(PULSE) user function setting in the Programming section.

The display shows a communication error. This alarm indicates any of a number of problems. You may be trying to communicate with an incompatible fax machine (the standard unit can only communicate with ITU-T Group 3 fax machines. The remote machine may not be able to perform the function that you want, such as polling or confidential messages. The remote machine may also be out of paper or experiencing a paper jam. Bad telephone line conditions can also cause communication errors. Try sending the fax again and check to make sure you are dialing the correct telephone number. If you have to dial a prefix number to get an outside line, or if you are dialing internationally, you may need to enter a pause (using the Pause One-Touch key) after the dial prefix or international dialing code to tell your machine to wait for a dial tone. If you have frequent problems communicating with a particular remote fax machine, try programming the number into one of your One-Touch keys and then changing the One-Touch Parameters for that One-Touch key (see the Dial Directories section). Lastly, either your MFP machine or the remote fax machine may need servicing. Try sending a fax to another location to check your machine.

You sent a fax but the image the remote fax machine received was very poor. If your document had a lot of small type, complex illustrations, photos, or was very light or very dark, try changing your Transmit Resolution and Type of Original settings (see "Loading Documents" in the Basic Operations section). Copy the document on your MFP machine to see how it will transmit. The problem may be caused by telephone line interference. Try sending the document again later.

You keep getting reports you do not want. Check your user function settings and turn off the reports you do not want. See the Programming section.

You sent a fax but it was received completely blank. Make sure that you have loaded your document face down.

The image received on your MFP machine was very poor. Contact the person sending you the fax and ask them to change their Transmit Resolution and Type of Original settings. Ask the person to make a copy of the document on their fax machine to ensure that it is working properly. Then ask them to send the fax again. If you still have a problem, try making a copy of a document on your machine to make sure it is working properly.

You tried dialing with a One-Touch key or an Auto Dial code but nothing happened. Make sure that something is programmed into the One-Touch key or Auto Dial code you are using. Check the fax number to make sure it was entered correctly (see the Dial Directories chapter). When you are dialing with an Auto Dial code, be sure to press the AUTO DIAL key before you enter the code. If your MFP machine has the Auto Start feature turned off, you will have to press the START key before dialing will begin (see the section on Programming).

Your MFP machine does not answer the phone or receive faxes. First check to see that the power cord is connected to the AC outlet. Also check the reception mode you are using. Your MFP machine will not automatically receive faxes in manual answering mode [TEL]. See "Setting the Answering Mode" in the Installation section.

Your received documents are light or have vertical streaks on them and you are not out of toner. Gently wipe the lens surface of your MFP machine's LED array and then see if the machine works properly (refer to "Replacing the Toner Cartridge"). If your MFP machine still does not work properly, remove the image drum unit (refer to "Replacing the Image Drum Unit"), tap the toner cartridge, and slowly swing it 20-30 degrees vertically several times. Be careful not to let the toner leak from the cartridge. If this does not work, you may need to replace your image drum unit. Contact your dealer to get a replacement.

You set your MFP machine for delayed transmission but it did not send. Check the display to make sure that you have set your MFP machine's clock to the correct time. See "Setting the Clock" in the Installation section.

Your MFP machine disconnected before you could answer a voice request. You must answer a voice request while the warbling tone is being emitted. When you hear the warbling tone, press the HOOK/V. REQUEST key after picking up your handset.

Your MFP machine will not poll a remote fax machine. Call the person at the remote fax machine and make sure that they have loaded documents and set their fax machine in polling transmission mode.

Your MFP machine is connected to a PBX and you can not dial out. You must enter your dial prefix before the telephone number for each number that you dial or program into your machine. Also, your MFP machine must be programmed for PBX operation before it will work. See "Connecting to a PBX" in the Installation section.

You want to answer an external telephone but your MFP machine always answers first. If you are using an external telephone, change your MFP machine's ring response user function setting. See the Programming section.

Your received faxes sometimes look distorted. If the document received is wider or longer than the paper you have loaded into your paper tray, your MFP machine automatically reduces either the width or the length of the document to fit on your paper. This type of problem could also be communication related.

You are constantly receiving unsolicited advertising on your MFP machine. Try using the closed network function. See "Receiving Faxes" in the Basic Operations section.

Your MFP machine does not immediately switch to TEL mode when you make or receive a voice call. Try pressing the Stop key. Your MFP machine will return to standby mode so that you can converse. This condition may happen infrequently due to telephone line conditions, or the type of external telephone used. If this problem happens often, consult your service representative.

Display Panel Messages

This section lists the status and error messages that may appear on your machine's display panel, and explains what they mean and how to correct any problem they indicate.

Normal Display

```
            02:13  :FAX
```

Under the normal operating condition, the top line of the display shows the time and the answering mode - FAX, TEL, PC, T/F, TAD or MEM. FWD.

Error Messages

```
            14:14  :FAX
COVER OPEN
```

Cover open: The upper cover is not closed. Press down firmly on the cover to make sure it is closed and latched.

```
PAPER  OUT/JAM       :FAX
CONFIRM AND "STOP"
```

No Paper or Paper Input Jam: The paper tray is out of paper. Or, the paper got jammed while feeding from the paper tray into the printer. Add more paper or check the paper path and remove any jammed paper. See "Clearing a Printing Paper Jam."

```
PAPER  JAM  :FAX
CHECK PAPER OR PATH
```

Paper Jam: Paper may be jammed inside the printing mechanism under the image drum. Check the paper path and remove any jammed paper—see "Clearing a Printing Paper Jam."

```
DOCUMENT  JAM    :FAX
CONFIRM AND "STOP"
```

ADF error(jam): A document to be faxed or scanned has jammed in the scanner. Follow "Clearing a Document Jam."

```
    07/25/2000 14:14   FAX
RELOAD DOCUMENT
```

Paper-feed error: A document to be faxed or scanned has not fed into the scanner properly. Remove the document and reload it into the document.

```
TONER LOW            :FAX
REPLACE TONER CART.
```

  or

```
             14:14   FAX
REPLACE TONER CART.
```

No toner: Toner is running low in the toner cartridge. Replace the cartridge as soon as possible. When you close the cover after replacing the toner cartridge, the message clears—see "Replacing the Toner Cartridge."

```
             14:14   FAX
CHANGE DRUM SOON
```

Image drum alarm: The image drum is nearing the end of its projected life. Make sure a new drum is available, and replace the drum when print quality begins to deteriorate—see "Replacing the Image Drum Unit."

```
PRINTER ALARM 4        :TEL
REFER TO USER GUIDE
```

Printer alarm: Open and close the cover. If this does not clear the message, turn off the facsimile machine and contact the nearest authorized OKIFAX dealer for service.

Open and close the cover. If this does not clear these messages, unplug your MFP machine and call for service.
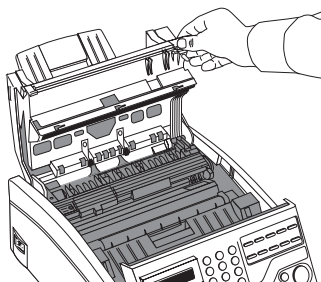
Important Note: When you unplug your MFP machine, any received faxes or delayed transmission faxes in memory are erased.

```
CONFIRM PAPER SIZE
```

Wrong paper size: The paper in your MFP machine is not the size called for by your application software. Check your software printing settings and the paper in the paper tray.

```
MEMORY ERROR          :FAX
```

Memory error (except programming area): If this message appears when you turn on your MFP machine, the registration information of One-touch function etc, may be deleted. Confirm the contents you have registered.

Other Error Messages

No image drum

```
TONER SENSOR        :FAX
CHECK DRUM CART.
```

Cover open

```
COVER OPEN
```

Communications error

```
COMMUN. ERROR       :FAX
```

Memory overflow

```
MEMORY OVERFLOW   :FAX
REFER TO USER GUIDE
```

Specifications

Type/compatibility
  Desktop ITU-T G3 transceiver

Applicable network
  PSTN, PBX

Transmission Speed
  Up to 33600 bps
  Automatic fall back

Communications
  Half duplex

Coding scheme
  MH/MR/MMR

Horizontal resolution
  600 dpi

Vertical resolution
  3.85 line/mm (standard)
  7.7 line/mm (fine)
  15.4 line/mm (ex. fine; TX and copy)

Halftone transmission
  64 shades of gray

Document size
  A4, A5, letter or legal size

Recording paper
  Plain paper, A4, letter or legal size

Effective reading width
  215 mm for TX (letter)

Weight
  17.6 lbs.(8 kg) approx. (excluding paper)

Display
  2 rows of 20 characters, LCD panel

Dimensions
Approx. 12.4" W x 15.1" D x 7.5" H (316 x 383 x 190 mm),
excluding paper tray and document tray

Power
120VAC +6/-15% (102-127V) 50/60 Hz ±2%

Operating conditions
Relative humidity 20% to 80% (non condensing)
Temperature 50 to 90°F (10 to 32°C)

Document feed
20 pages maximum (standard 20 lb. paper)

Index